OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

ENTERPRISE REPORTING

User's Guide

February 2005

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Getting Support for Enterprise Reporting

Technical Support

If you experience a technical problem while using Enterprise Reporting, contact the Enterprise Reporting Help Desk for assistance. Contact information for the Enterprise Reporting Help Desk is listed in the next section.

Technical Support Guidelines for Agency Customers

If you experience a problem while attempting to access Enterprise Reporting or using the application:

1. Write down or take a screen print of the error message, if any, and make note of the circumstances that resulted in the problem.
2. Contact support staff on the Enterprise Reporting Help Desk at the Office of Financial Management (OFM) via phone, or send an e-mail message describing the circumstances (with the screen print attached). Contact information is listed in the next section.

We value your feedback while using Enterprise Reporting. If you have any suggestions, change requests or enhancement requests that you would like to see implemented in Enterprise Reporting, please call or e-mail your ideas to support staff on the Enterprise Reporting Help Desk.

Tip: *To capture an error message from your Web browser, you may need to do a screen print by pressing the "Print Scrn/SysRq" button on the upper-right side of your keyboard (at which time the screen image is sent to the operating system Clipboard), and then paste the screen image into a new document in Microsoft Paint®. Save the file and then send it to support staff electronically as an attachment.*

Contact Information for the Enterprise Reporting Help Desks

Office of Financial Management Enterprise Reporting Help Desk	
Phones:	(360) 664-7791 (OFM) Help Desk (360) 664-5531 (DSHS) Help Desk (360) 438-3274 or 1 (877) 397-1212 (ESD) Help Desk
Hours of Operation:	8:00 a.m. to 5:00 p.m. Monday through Friday
OFM Product Managers:	Jane Chapman, OFM (360) 664-7717 **Jane.Chapman@ofm.wa.gov** Larry Johnson, OFM (360) 664-7778 **Larry.Johnson@ofm.wa.gov** Muoi Nguy, OFM (360) 664-7699 **Muoi.Nguy@ofm.wa.gov** Cynthia Roach, OFM (360) 664-7692 **Cynthia.Roach@ofm.wa.gov**

Enterprise Reporting System Hours of Operation

Reports are processed daily at any time ***except*** between **8:00 p.m. and 1:00 a.m. Monday through Friday**, which is reserved for database updates. Enterprise Reporting is available all day on Saturday and Sunday. The system is unavailable during times of regularly scheduled system maintenance (normally, the last Thursday of each month). We encourage you to check the Enterprise Reporting web site or Help Desk support staff for system availability.

Any reports that are still processing after 8:00 p.m. will be stopped, resulting in a “Failed” status. Users will have to reschedule these reports the next day after 1:00 a.m. Any reports that are scheduled to process between 8:00 p.m. and 1:00 a.m. Monday through Friday will remain in the “Scheduled” status and start processing after 1:00 a.m.

Overview

Purpose

Enterprise Reporting is designed to improve access and distribution of reporting information to better support financial analysis. This powerful tool is designed to make producing high quality reports as simple and flexible as possible. Enterprise Reporting is a report scheduling and viewing application over the Washington State Intranet or Internet. The application uses Crystal Enterprise reporting software and a Microsoft SQL Server database. Currently, this application deploys various Financial Reports that allow customers to access the Agency Financial Reporting System (AFRS) information. There will be other types of reports deployed using the Enterprise Reporting common interface as they become available.

Currently, the database for the Financial Reports in Enterprise Reporting database is updated daily with financial details from AFRS. The Financial Reports have filters for selecting the account coding level and values. Report formats are easy to read and contain data for downloading to spreadsheets. This guide documents procedures for using Enterprise Reporting and gives customers information and instructions for navigating in the application and carrying out basic reporting tasks.

System Requirements for Using Enterprise Reporting

Following is a list of minimum hardware and software requirements for using the Enterprise Reporting web-based reporting application:

- IBM-compatible workstation
- Pentium 3, 700Mhz or faster
- At least 512MB of RAM memory (recommended for best performance)
- Microsoft Windows 2000 SP4, NT SP6a, and XP
- Microsoft Internet Explorer 5.x or higher
- Microsoft Office 2000, 2003, & XP
- Adobe Acrobat 5.0 & 6.0
- Access to the Washington State intranet

Enterprise Reporting can also be accessed outside of the Washington State intranet using an alternate web address via a secured Fortress server at the Department of Information Systems (DIS).

Recommended Web Browser Configuration

Microsoft Internet Explorer must have the appropriate security settings configured for Enterprise Reporting to function properly. The recommended configuration settings are:

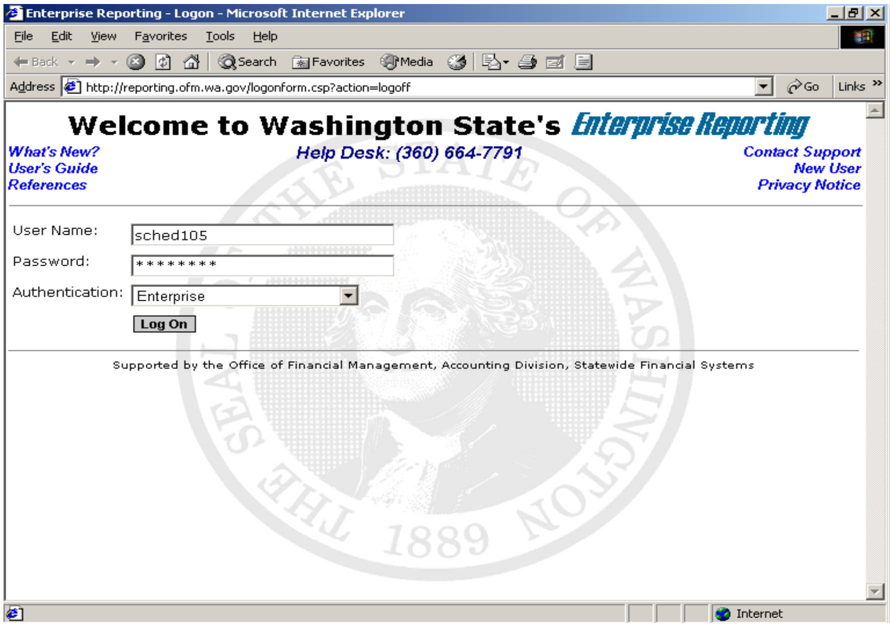
Internet Explorer 5.x and 6.x

Security may need to be set to Medium or lower to use this application. Please consult with your agency Information Support Staff for security setting.

Logon Procedure

The Enterprise Reporting Logon Screen

The Enterprise Reporting Logon Screen is a hub of information where you can gain access to a wealth of documentation about the Enterprise Reporting system. Links to What's New, User's Guide, References, Contact Support, New User, and Privacy Notice can be found in the upper-right and left corners. These links can be accessed even if you do not have system access.

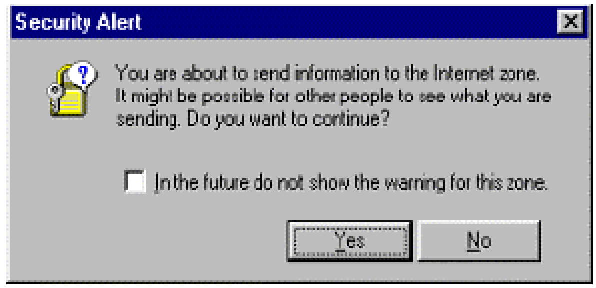


How do I log on to Enterprise Reporting?

Enterprise Reporting customers must have online access either through the Washington State Intranet, or through a secure Fortress server to use Enterprise Reporting from outside of the state firewall.

Complete the following steps to log on:

1. Start Internet Explorer.
2. Type http://reporting.ofm.wa.gov or https://fortress.wa.gov/ofm/reporting/ in the **Address** field and click **Go**, or press [Enter].
   The Enterprise Reporting logon screen is displayed.
3. Type your User Name assigned by the Office of Financial Management (OFM) in the **User Name** field, and then press [Tab] to move your cursor to the next field.
4. Type your Password in the ***Password** field.
   Please note that passwords are case sensitive.
5. The Authentication field will default to the appropriate value at logon time. You will not need to make any changes to this field.
6. Click the **Log On** button or press [Enter] to initiate a connection to Enterprise Reporting.



Your browser may prompt you with a Security Alert dialog box about the security of information being sent across the Internet after you initiate a connection to Enterprise Reporting. Suppress future messages each time you log on to Enterprise Reporting by selecting the check box ***"In the future do not show the warning for this zone"***, and then click ***Yes*** to apply the change. Your browser may also prompt you with an Auto Complete dialog box. The Auto Complete feature of your browser saves previous entries you have made for Web addresses, forms, and passwords. It is beyond the scope of this manual to discuss the use of Auto Complete. Click ***No*** to move on.

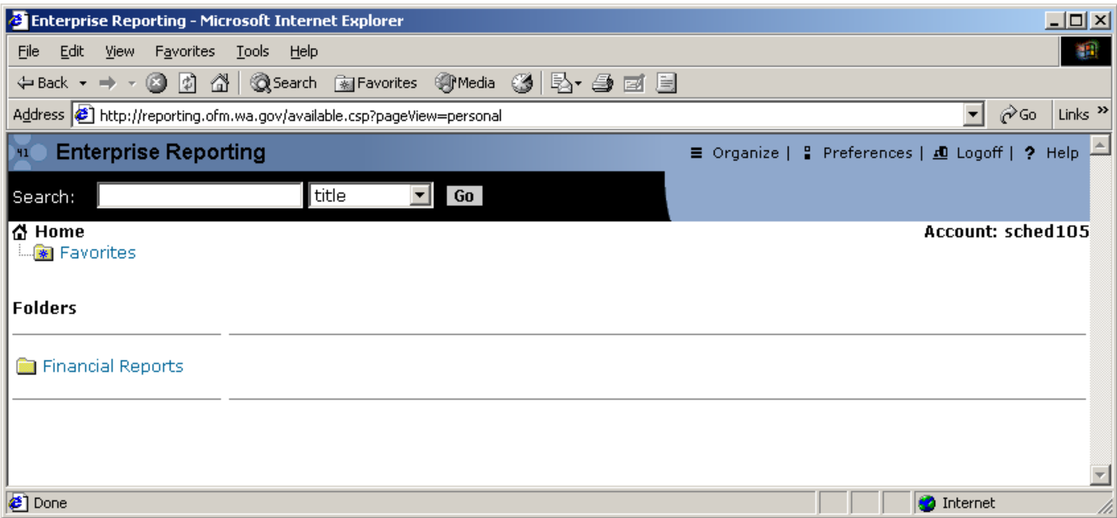
Note: The Security Alert dialog box only appears when logging in via Fortress.

Application Navigation

The Enterprise Reporting Main Screen

Home Screen

After logging on, the screen below will display.



Folder Structure

As illustrated above, you will see a "Financial Reports" folder. From this folder you can access all the current Enterprise Reporting reports available in the application. As reports from other applications are added in the future, separate folders will be set up (e.g., TALS, BASS, TVS). You will see these folders if you have security access to these systems.

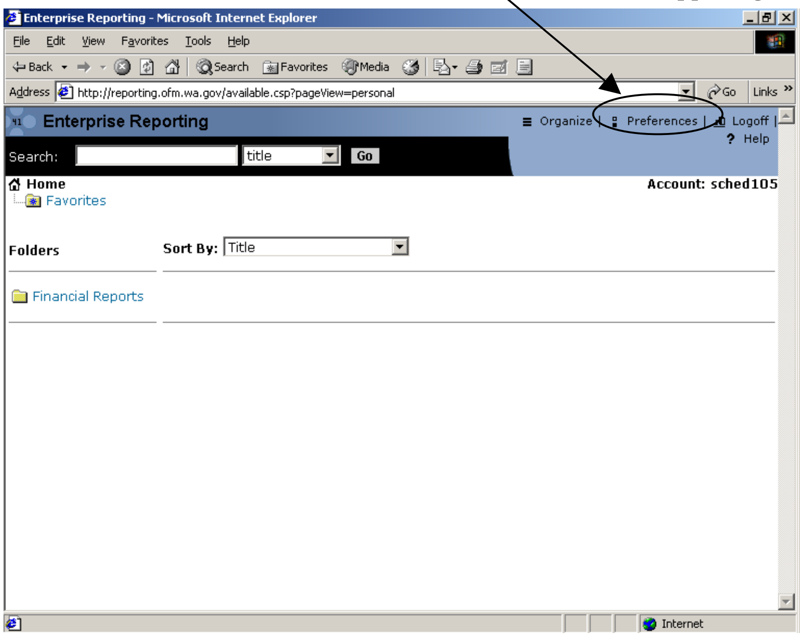
NOTE: A new window opens up every time you navigate to a different function in the application. Depending on your screen display settings, the new window may display off center, smaller than the previous window. Each time you will have to double click on the blue bar at the top of the newly opened window or maximize the screen.

Preferences Menu

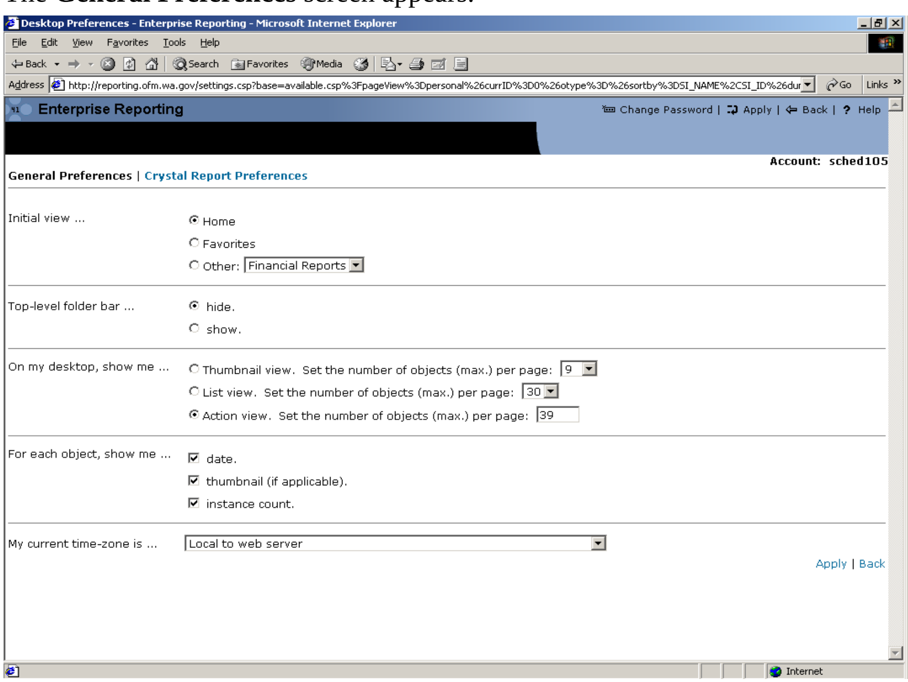
You can modify your own CE10 preferences, to control object views and report preferences. They are comprised of General Preferences and Crystal Report preferences.

General Preferences

To select General Preferences, click on **Preferences** in the upper right-hand corner of the screen.



The **General Preferences** screen appears.



The **Initial View** option allows you to select the folder you wish to view when you first log on. The default selection is *Home.*

Choose **Favorites** if you want to view your Favorites folder when you begin your session. Steps to create your Favorites folder are described later in the Organize Folders section on page 15.

Choose **Other** and select the appropriate folder from the drop down list if you wish to see another folder when you first log on.

Top Level Folder Bar determines if the main folders are displayed in the upper half of the screen. Select **Show** to display them or select **Hide** to suppress them.

The **On my desktop, show me** option provides three choices for setting up how to view report objects in the report folder category:

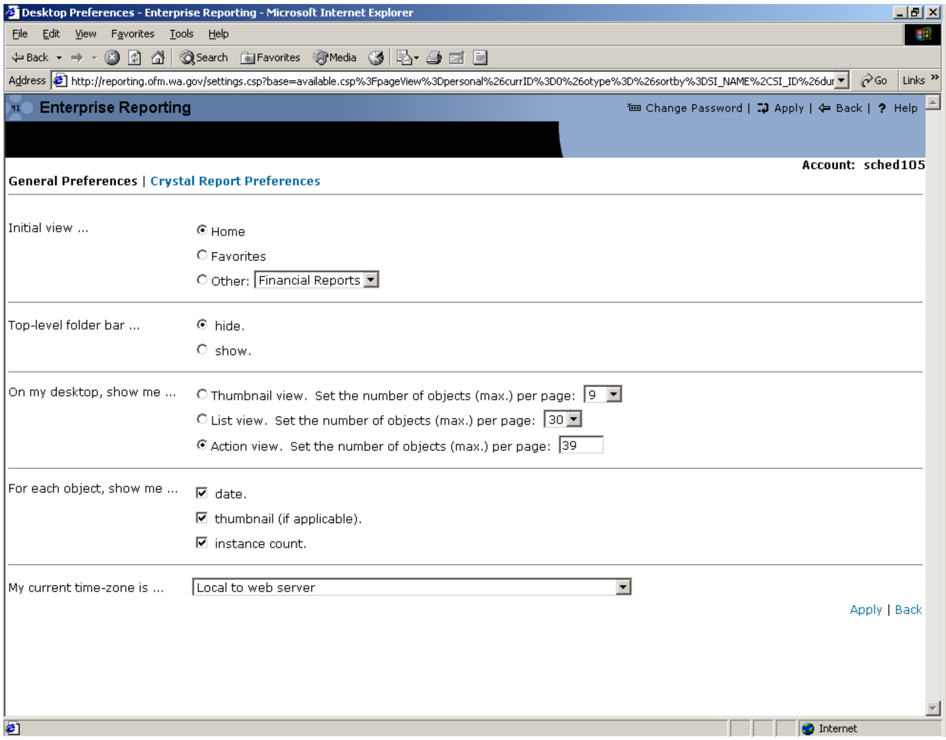
Thumbnail View

List View

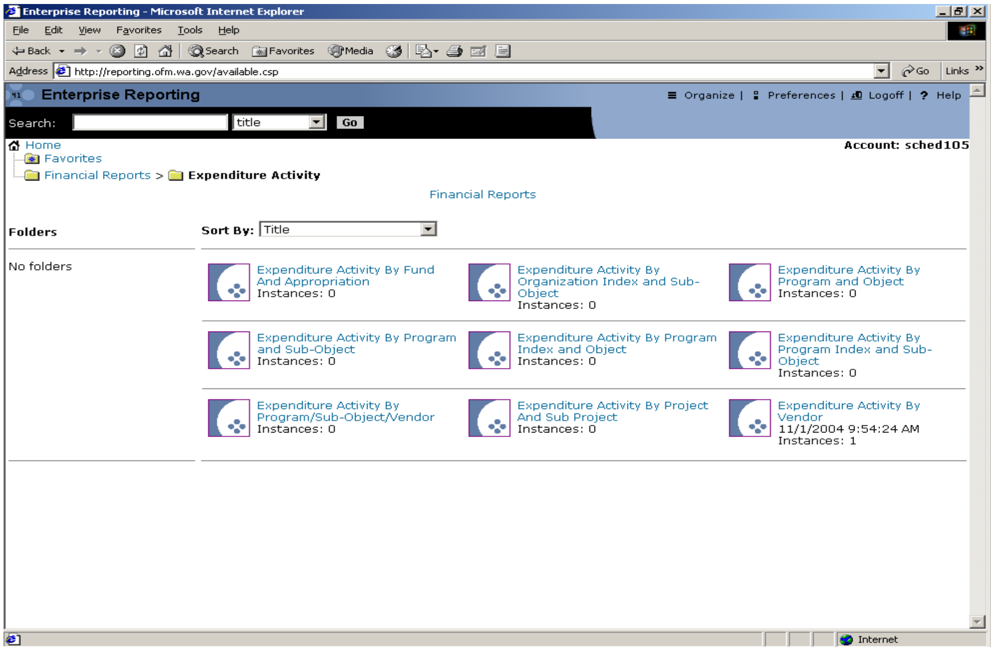
Action View (We recommend using this selection for maximum usability.)

For each option, you can choose the maximum number of objects to view per page. For the **Thumbnail** and **List** views, select the number of objects to be displayed from the drop-down list. For the **Action View**, enter a number between 1 and 100 in the field provided.

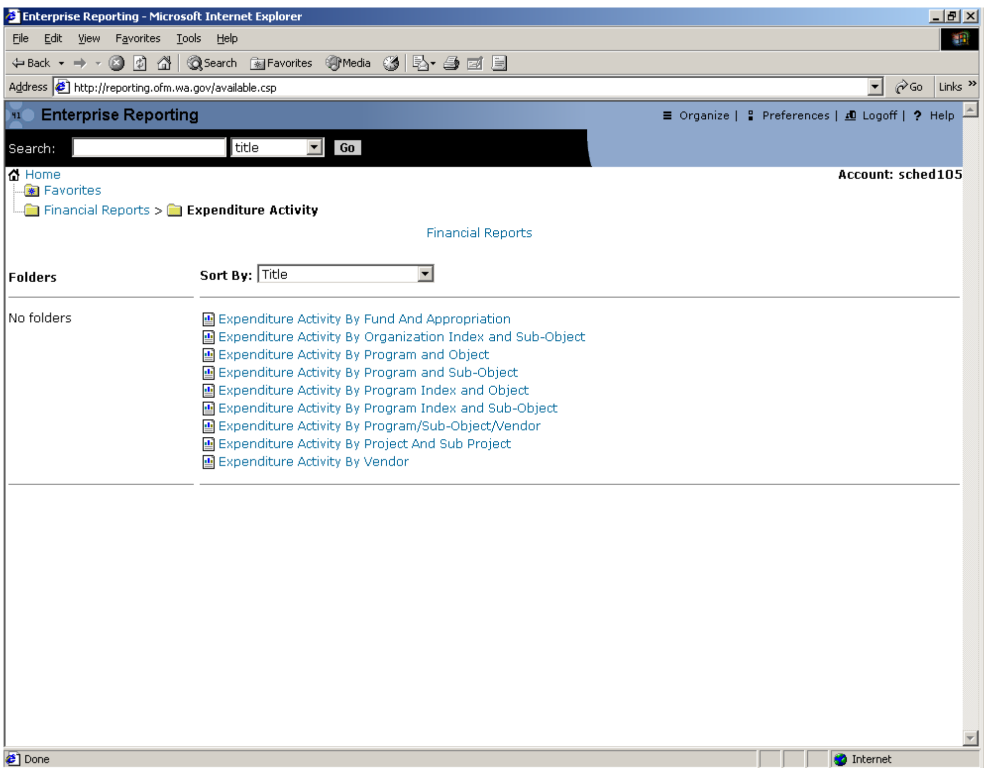
Following are illustrations on how the screen displays for each **View** option described above.



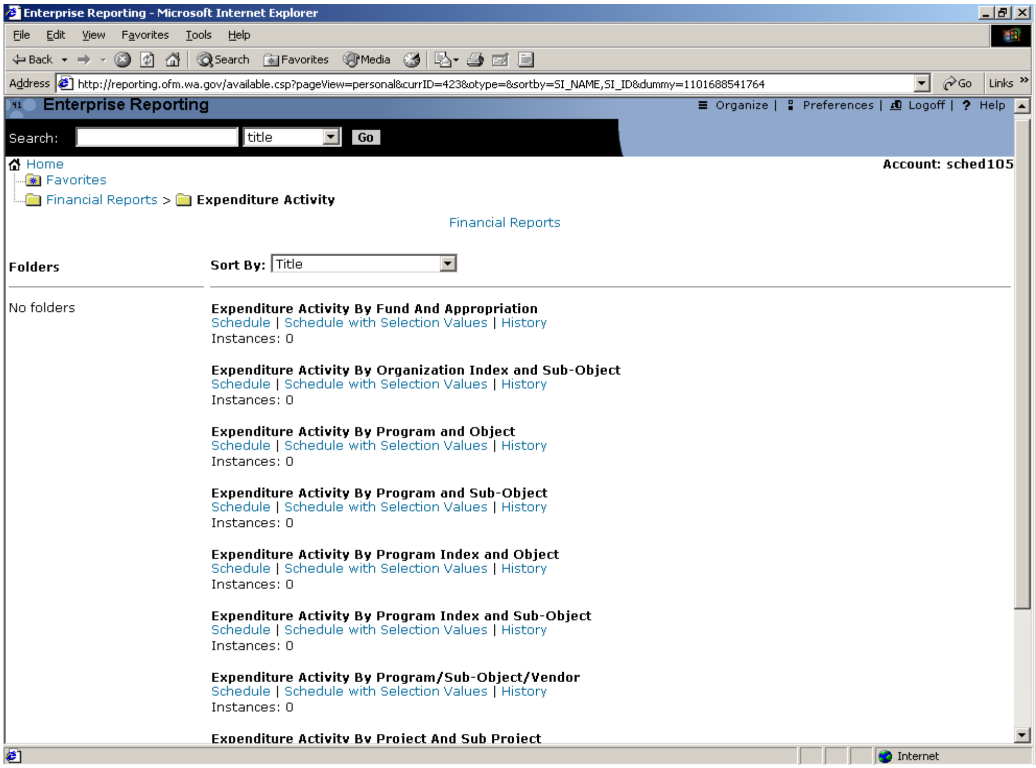
The **Thumbnail View** displays report objects on the desktop as follows:



Here is how the **List View** displays report objects:



The **Action View** displays report objects as illustrated below.



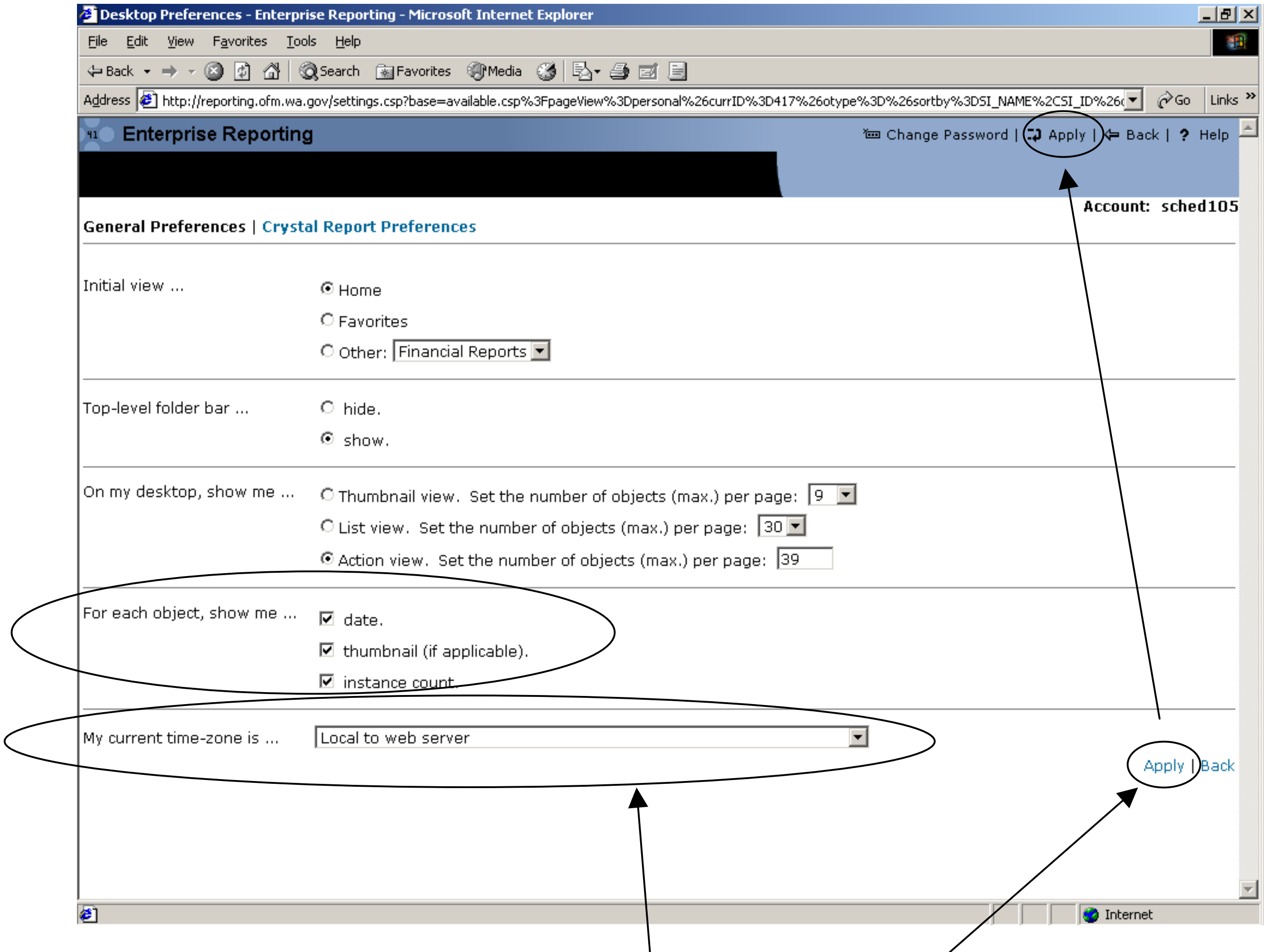
We recommend using this view because it readily provides menu options available for each report object. For the other views, you must click on the thumbnail or object title to see the menu options.

The next option available in **General Preferences** provides choices for displaying summary information for each object: date, thumbnail (if applicable), and instance count.

Date of the latest report instance. This applies to **Thumbnail** and **Action Views**.

Thumbnail: if selected, a thumbnail icon appears by each report object in the **Thumbnail View**.

Instance count provides total number of instances for all users for the report object. This applies only to **Thumbnail** and **Action Views**.



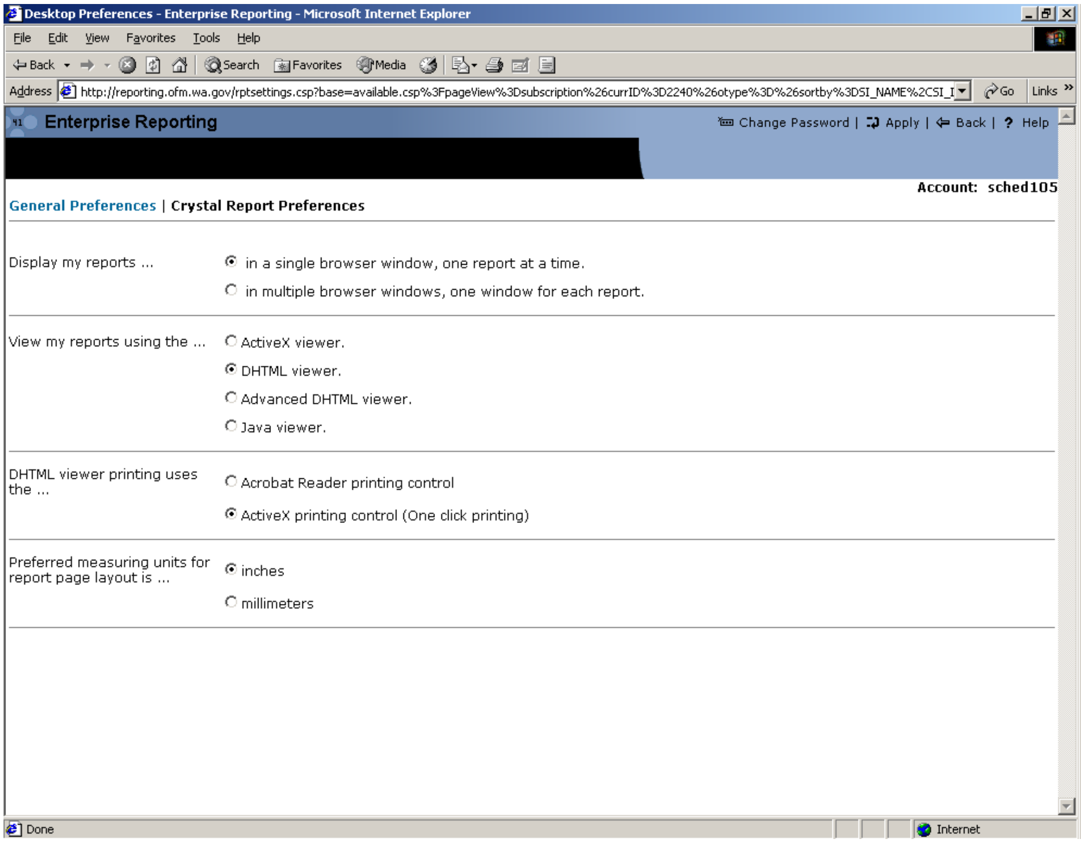
The last option available in this area is "My current time zone is". Leave the selection at the default value of **Local to web server**.

After you have finished making your selections, be sure to click on **Apply**, located in either the upper right-hand corner or lower right-hand corner of the screen. The screen will close and you will be returned to the Home Screen.

NOTE: The **Back** option returns you to the previous screen, without updating the selections made.

Crystal Report Preferences

The selections in this feature allow you to determine how to view, display and print report instances. Click on **Preferences** in the Home Screen, and then select **Crystal Report Preferences**. The screen below will display:



The **Display my reports** option allows you to choose how to display report instances in the viewer.

Selecting **in a single browser window** will display one report at a time. If you are viewing a report and select another from the history page, the second report will be displayed in the same browser window.

Selecting **in multiple browser windows** will display each report in its own separate browser window, providing the ability to view multiple reports at the same time.

From the **View my reports using the** menu option, you can select the viewer type for viewing reports. We recommend keeping the default selection of DHTML viewer, since it does not require downloading a component file to the user's workstation, and we will provide product support for this. You may choose to use any of the other viewers listed, but we will not provide support for them.

The **DHTML viewer printing uses** menu option provides two choices for printing reports:

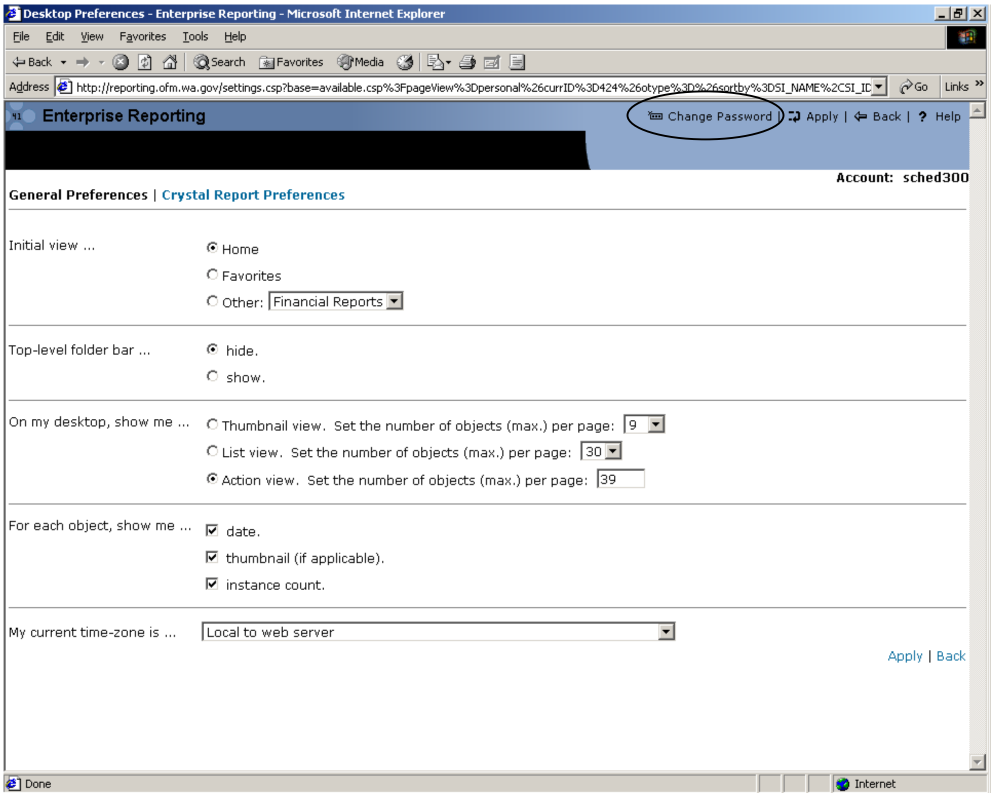
If you select Adobe Acrobat printing control, reports will print from Adobe Acrobat. Reports on legal size paper will print on letter size paper.

If you select ActiveX printing control, reports will print directly from the viewer on the default paper size specified for the report.

Leave the **Preferred measuring units for report page layout is** selection at inches.

Change Password

In the upper right corner of the **Preferences** screen is an option to change your password. This function has been turned off at this time.

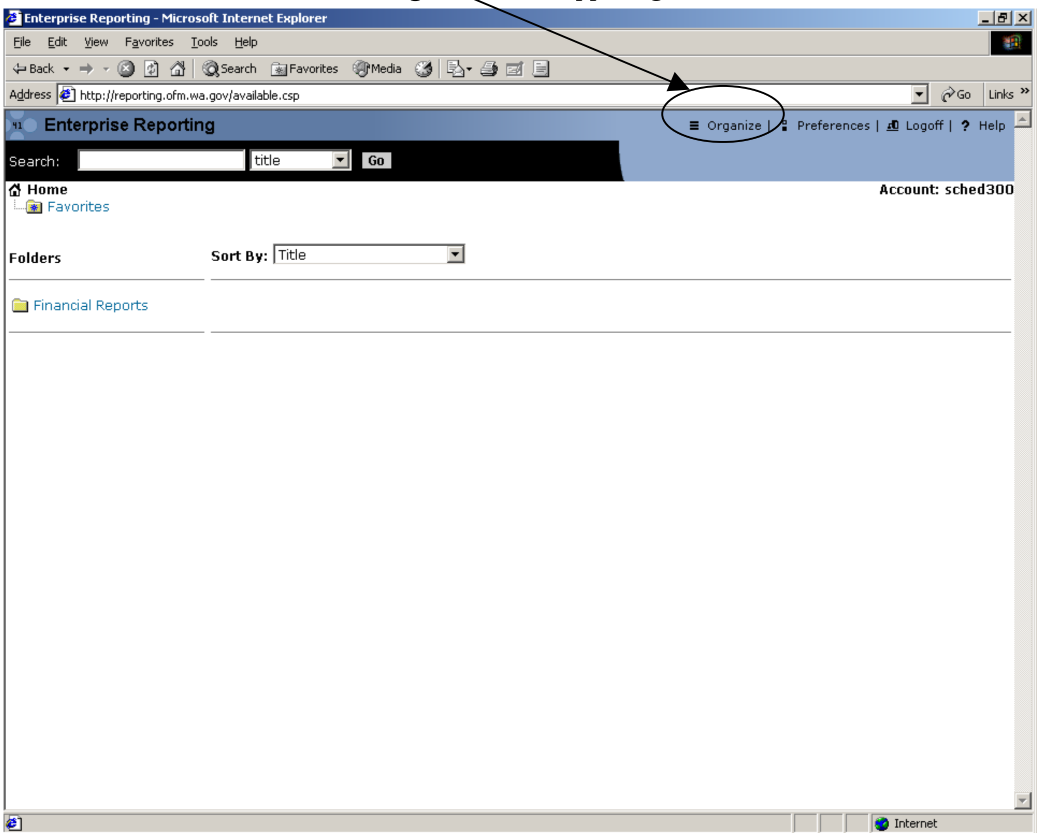


Organize Folders

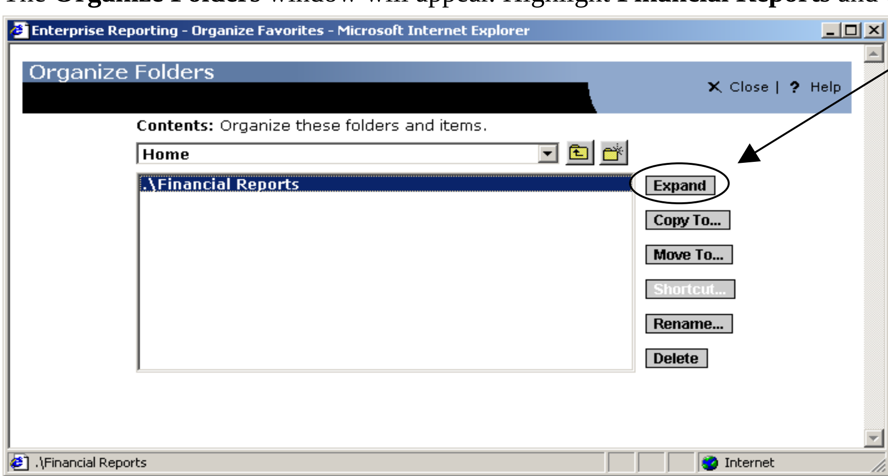
Setting up Shortcuts

The **Organize Folders** feature provides the ability to set up a **Favorites** folder, where you can place short cuts to report objects, and view and schedule reports. You can put frequently used reports here, for easier access. Here are the steps to do this.

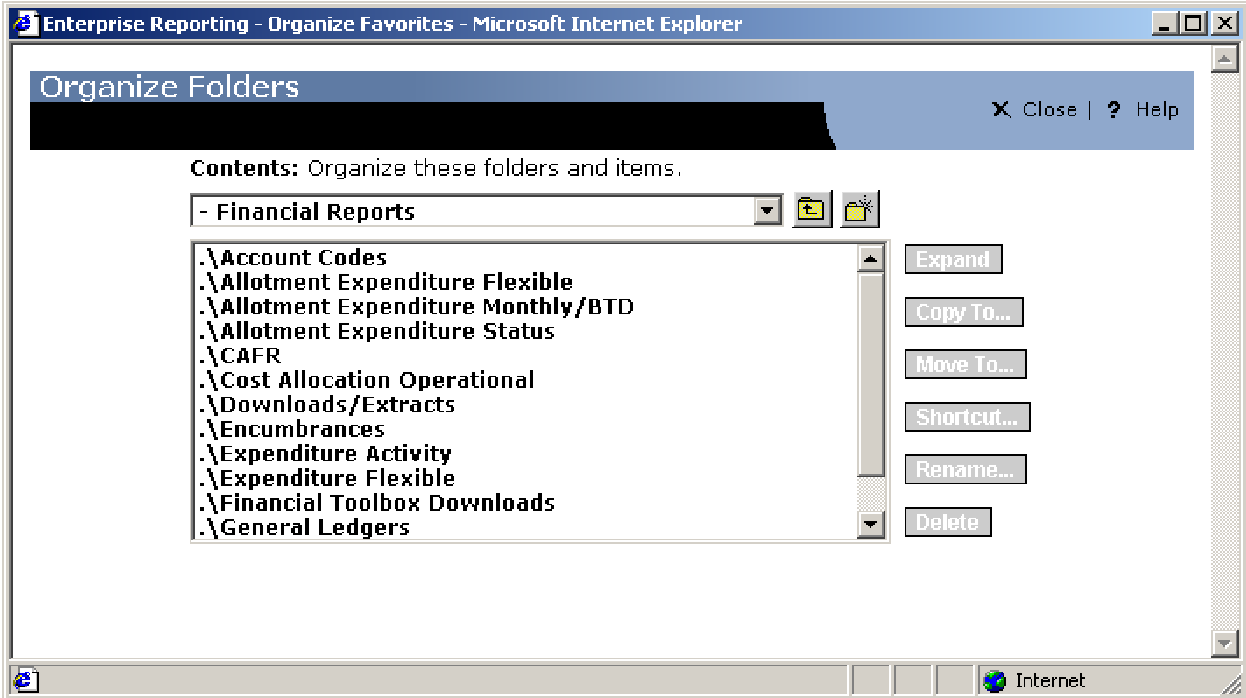
From the Home Screen, click on **Organize** in the upper right corner.



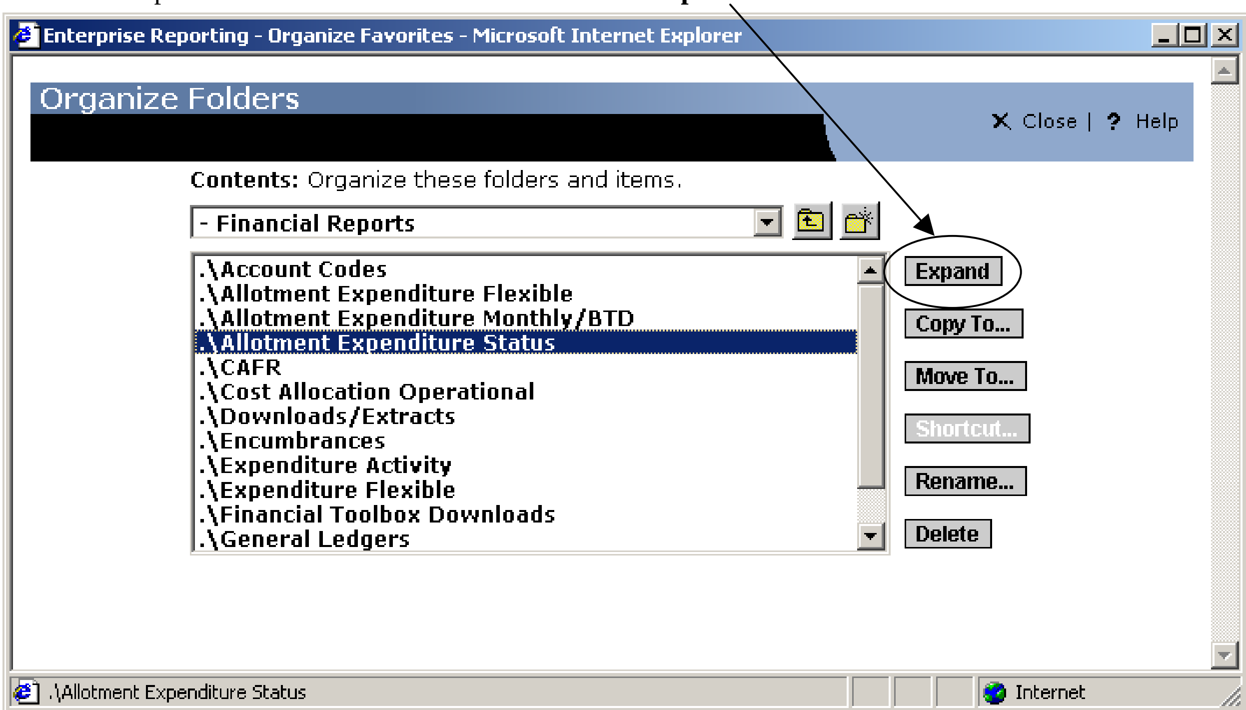
The **Organize Folders** window will appear. Highlight **Financial Reports** and click on **Expand**.



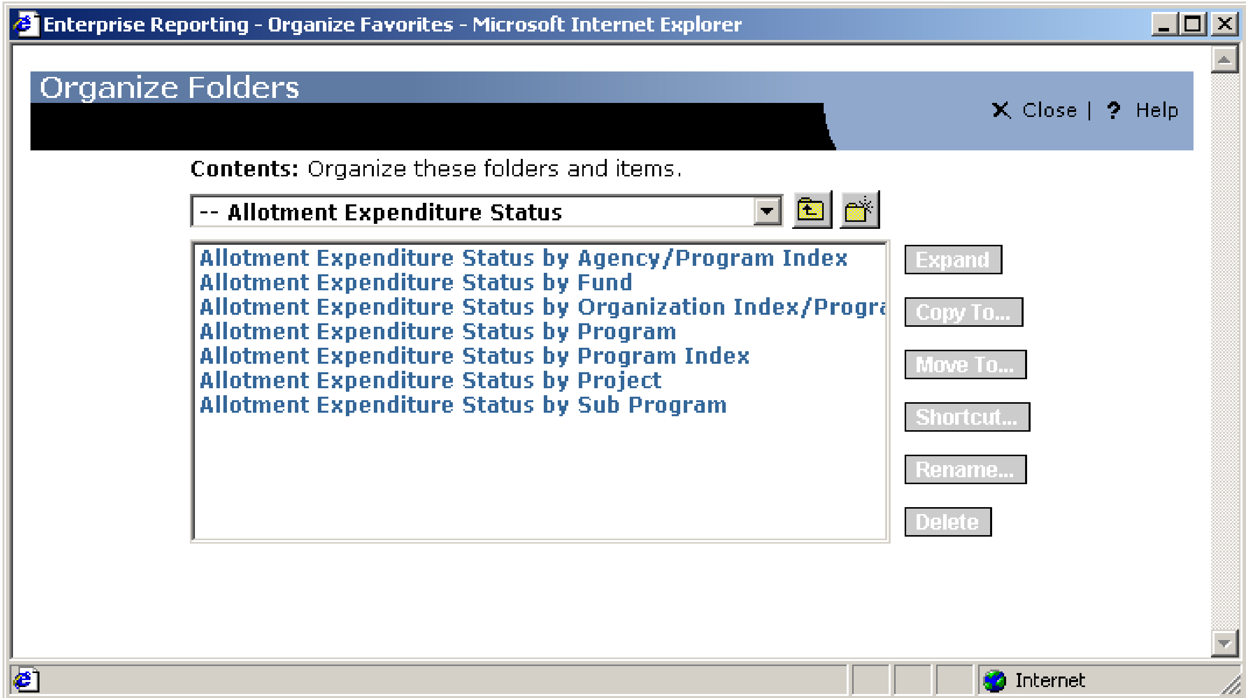
The report category folders will display.



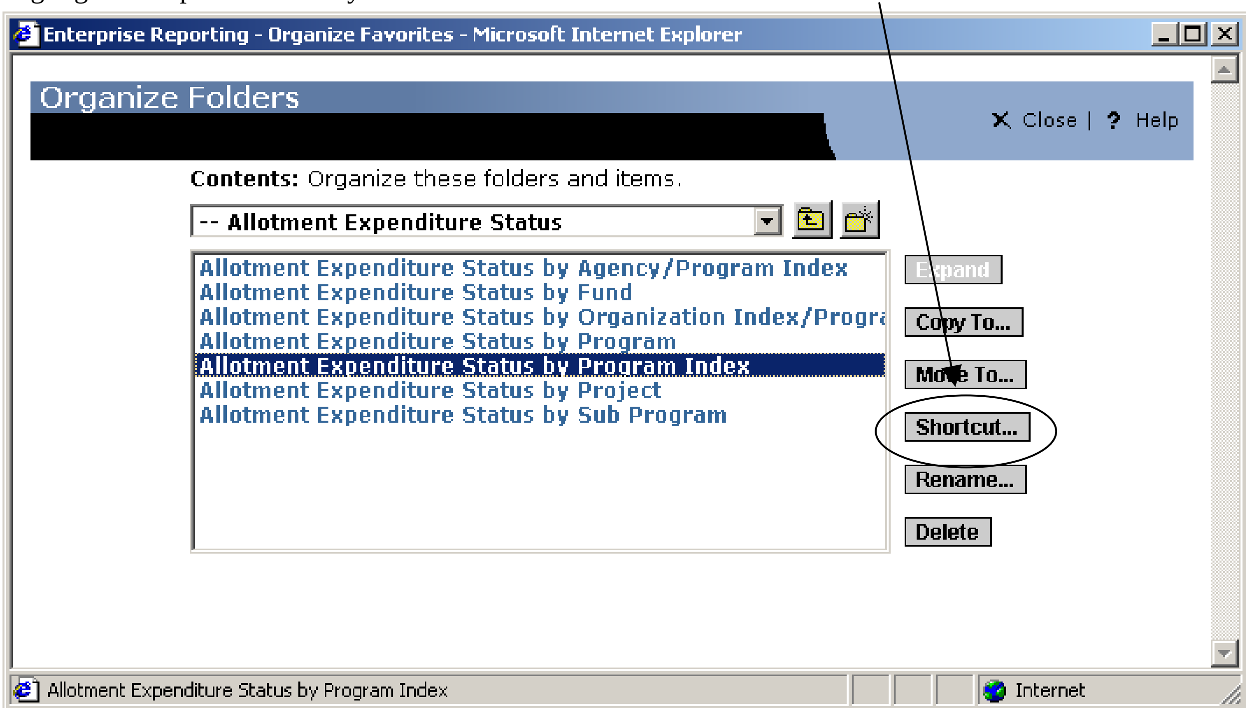
Select the folder containing the report object for which you want a to create shortcut. In the example below, the Allotment Expenditure Status folder is selected. Click on **Expand**.



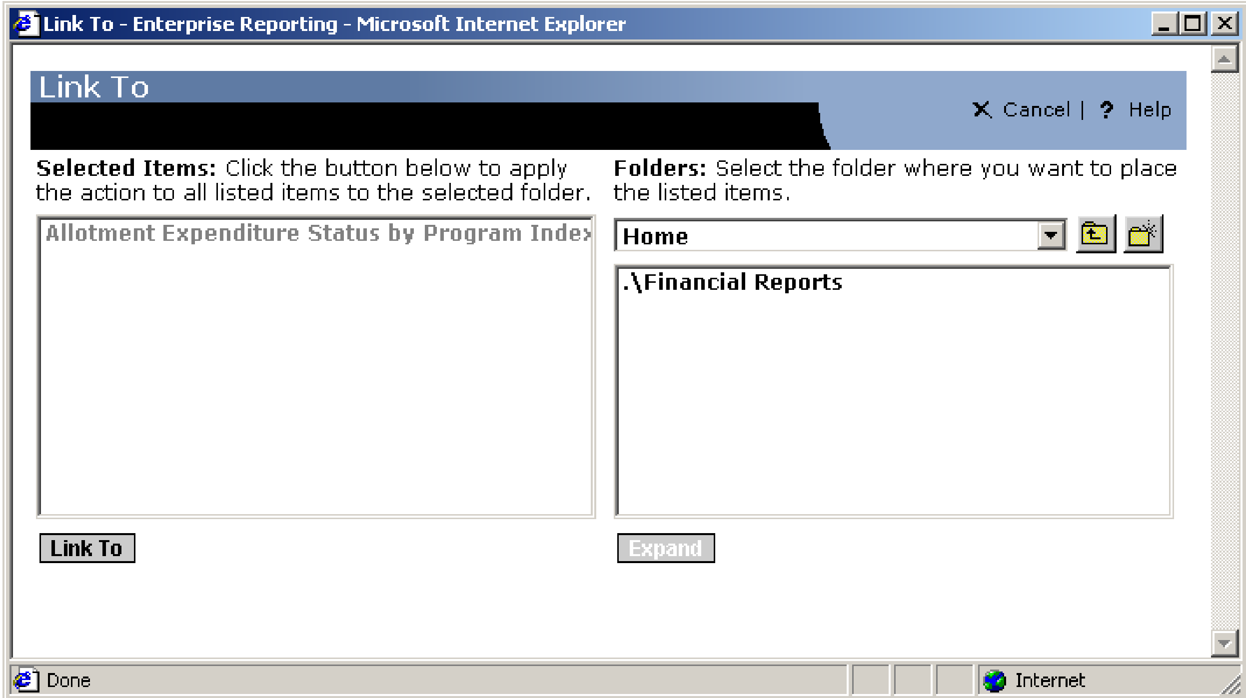
The report objects in the selected folder will display.



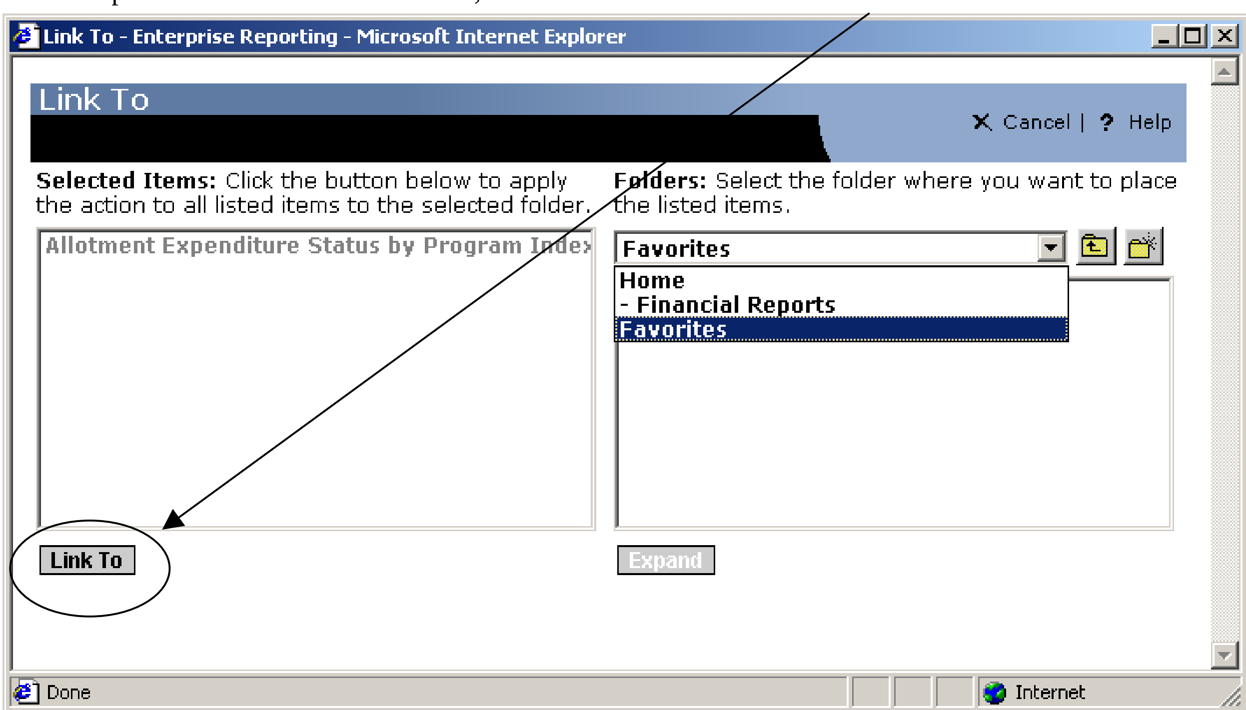
Highlight the report for which you want to create a shortcut and click on **Shortcut**.



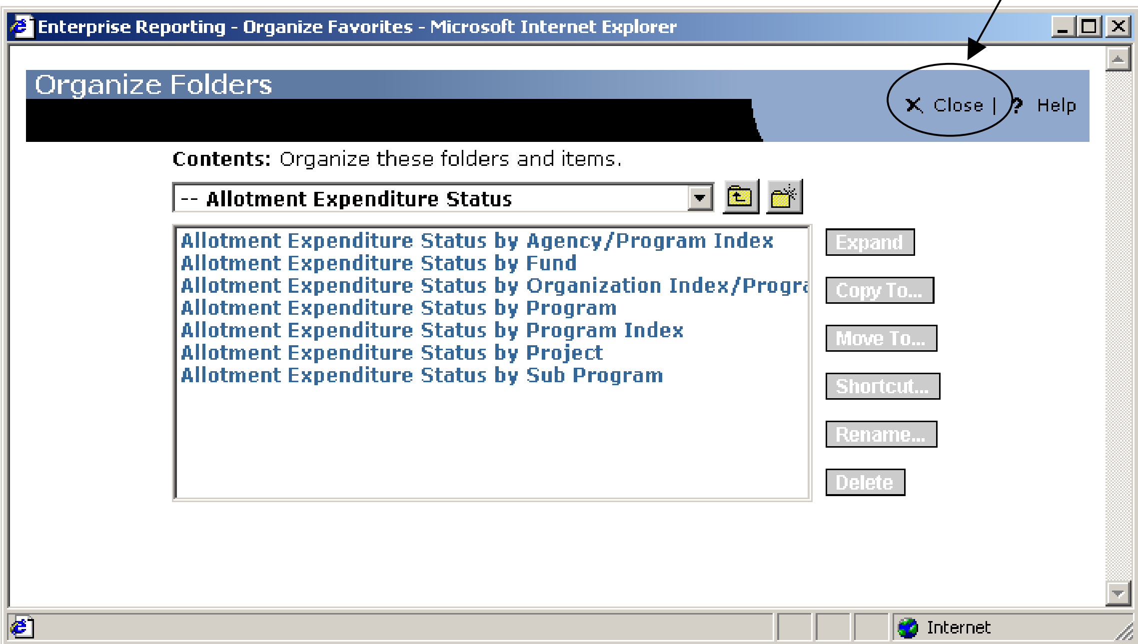
The **Link To** screen illustrated below will display.



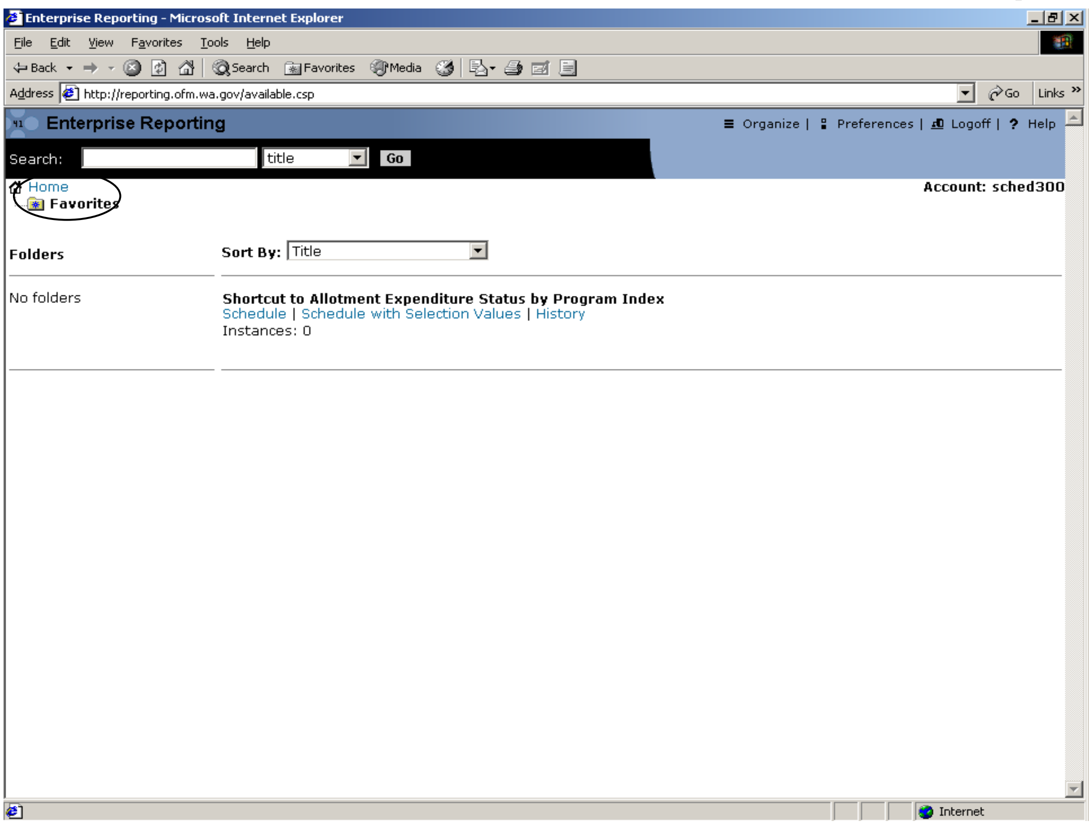
In the drop-down box underneath **Folders**, select **Favorites.** Then click on **Link To**.



The link is created, and the screen returns to the report folder where you started. Select **Close** to close the Organize Folders window.



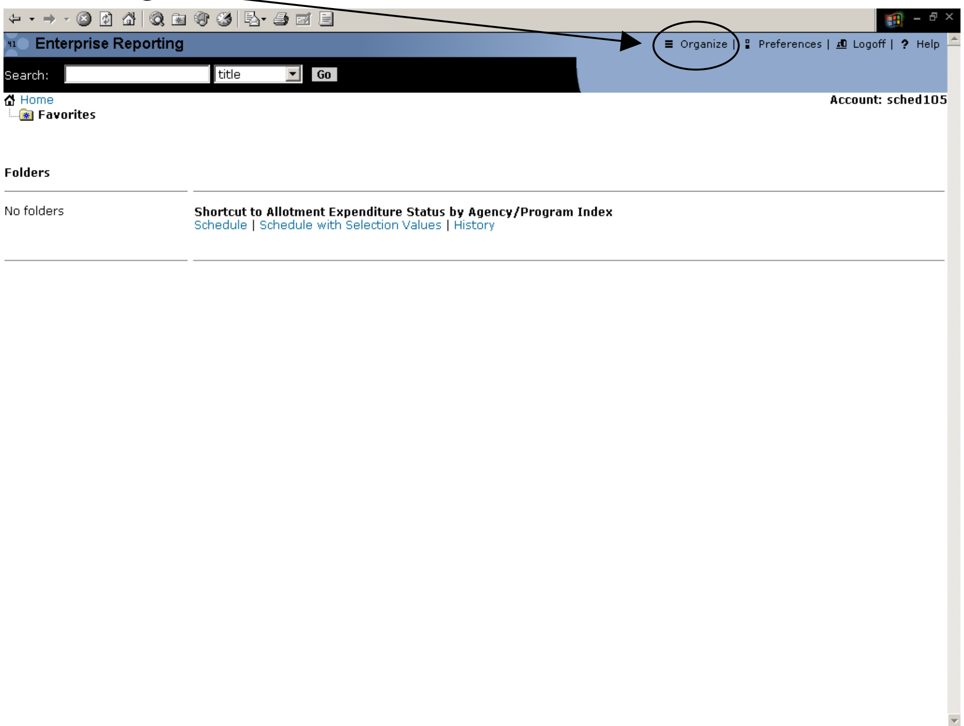
Return to the Home Screen and click on **Favorites**. You will now see the shortcut to the report.



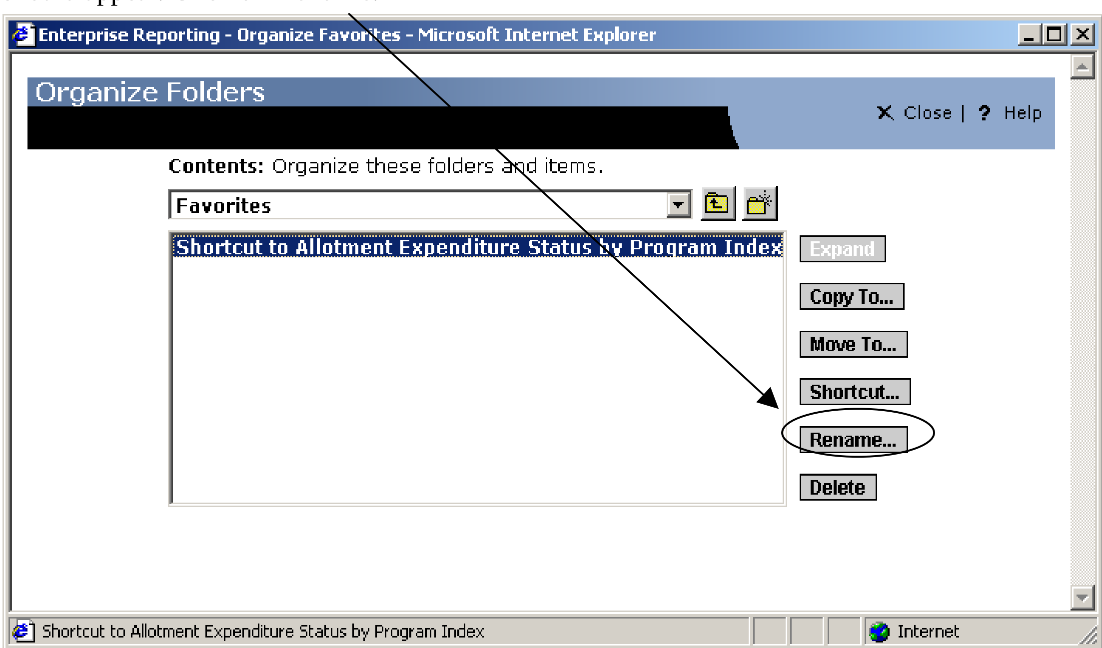
Renaming Shortcuts

You can rename the shortcut to a more meaningful title, if you wish. Follow the steps below to rename the shortcut.

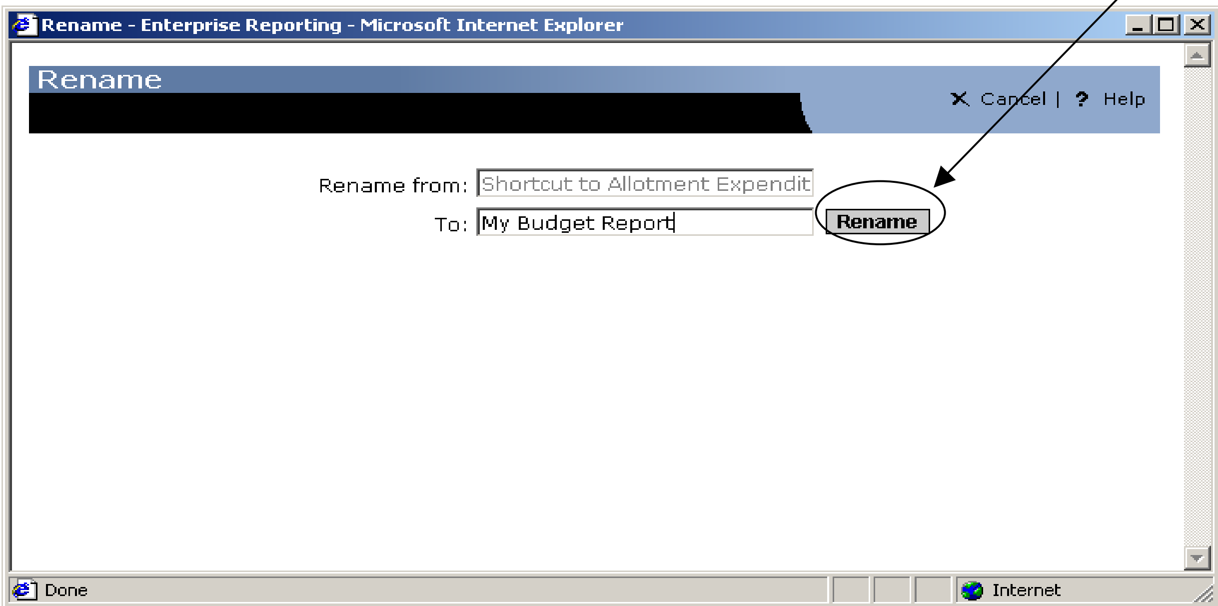
Click on **Organize** from the Home Screen.



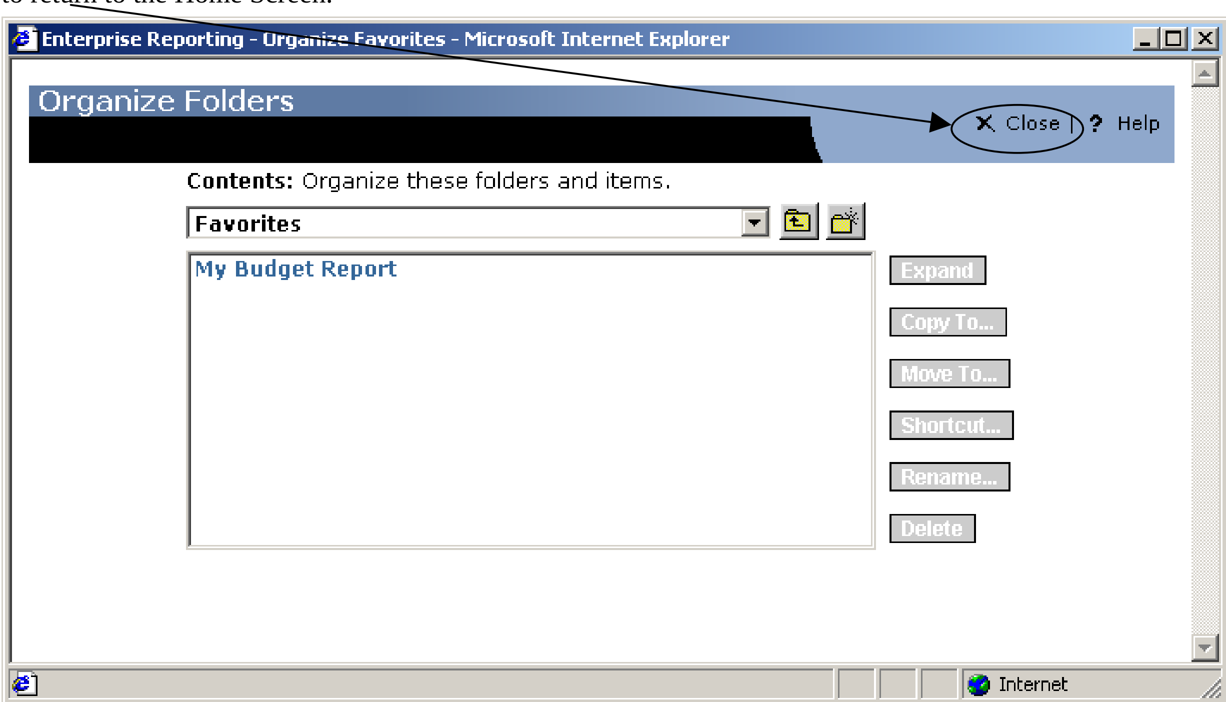
The Organize Folders window will display. Select **Favorites** from the drop-down box. The report shortcut should appear. Click on **Rename**.



The Rename window illustrated below will display. Enter a name in the **To**: field, then click on **Rename**.



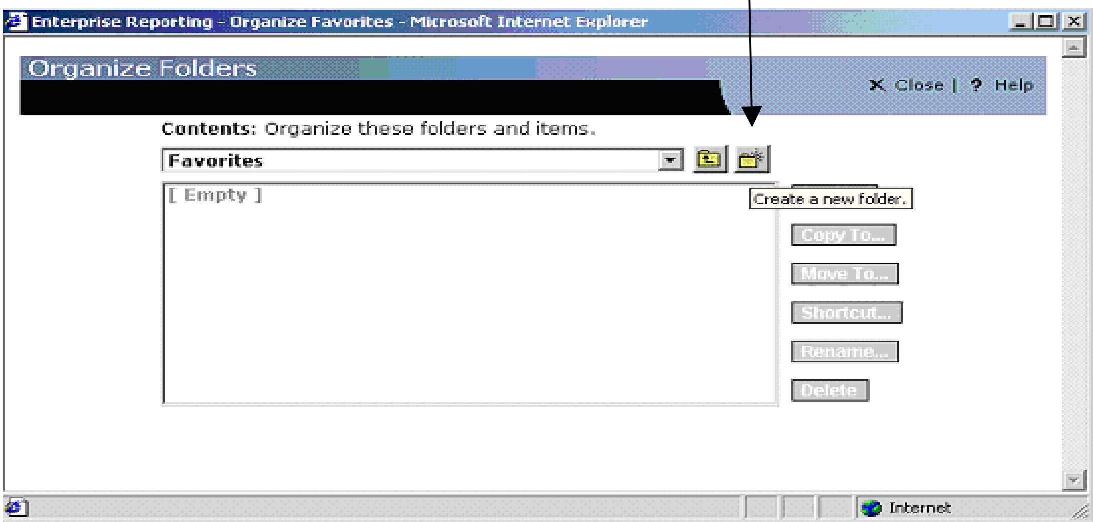
The screen will return to the Organize Folders window, and the newly named report will display. Click on **Close** to return to the Home Screen.



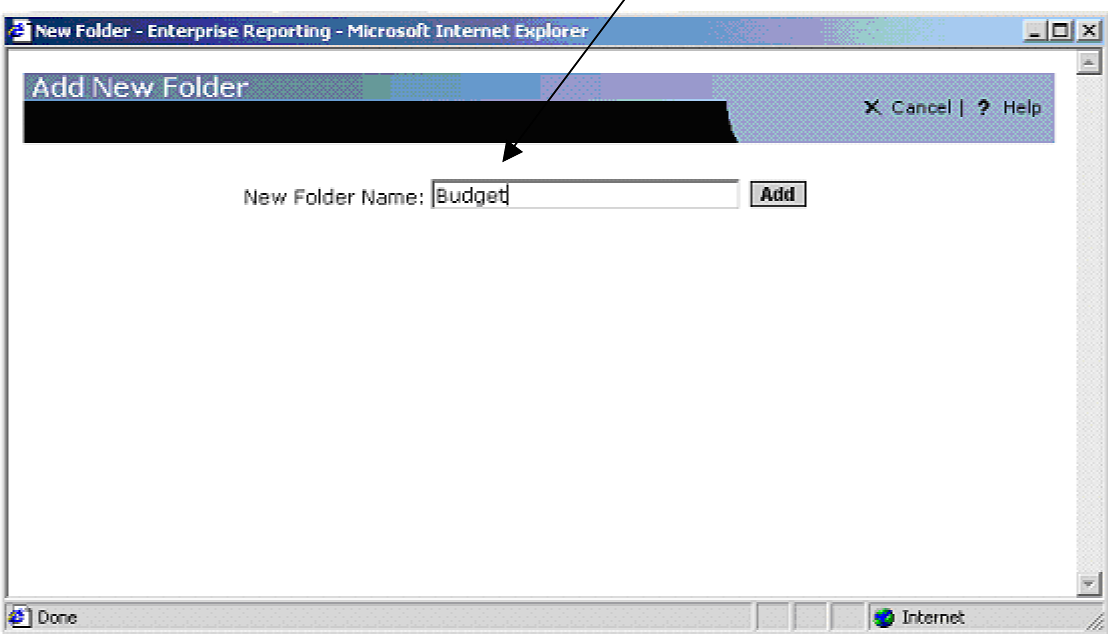
Repeat steps above to put additional report shortcuts in your Favorites folder. You can schedule and view reports using the shortcuts.

Creating Sub Folders

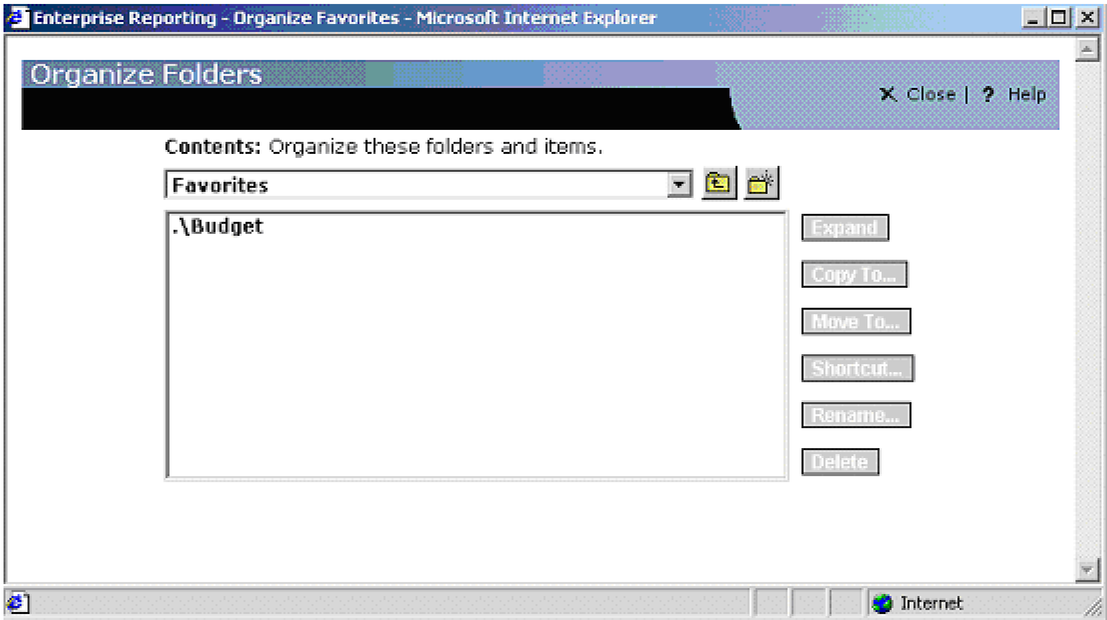
You may also create sub folders under the Favorites folder to store the various report shortcuts. To create a sub folder under the Favorites folder, click on the icon to create a new folder.



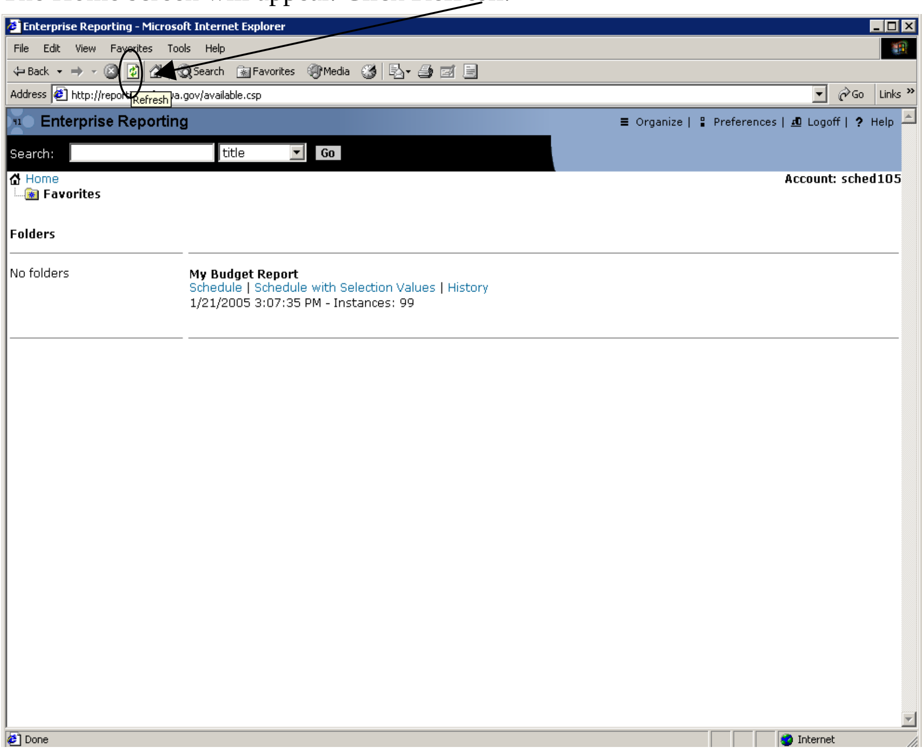
The following screen will appear. Enter the New Folder Name and click **Add**.



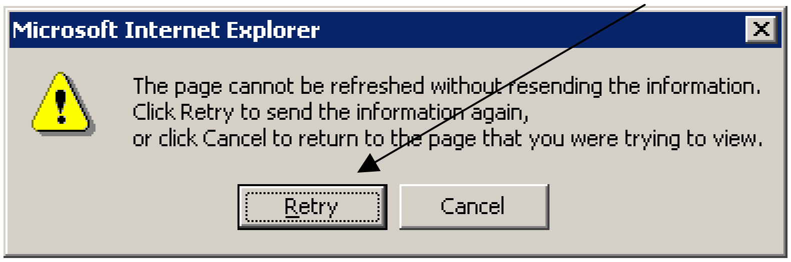
The newly created sub folder will appear under the Favorites folder. Close the Organize screen.



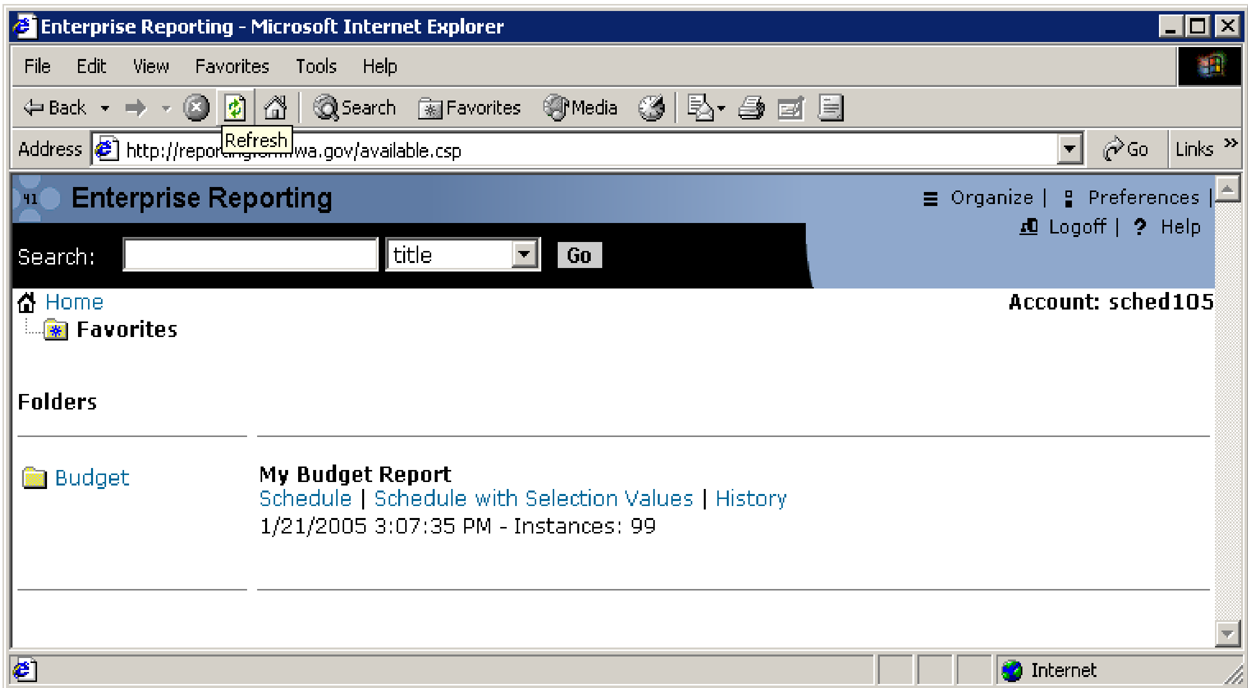
The Home screen will appear. Click **Refresh**.



The dialog box illustrated below will appear. Click on **Retry.**



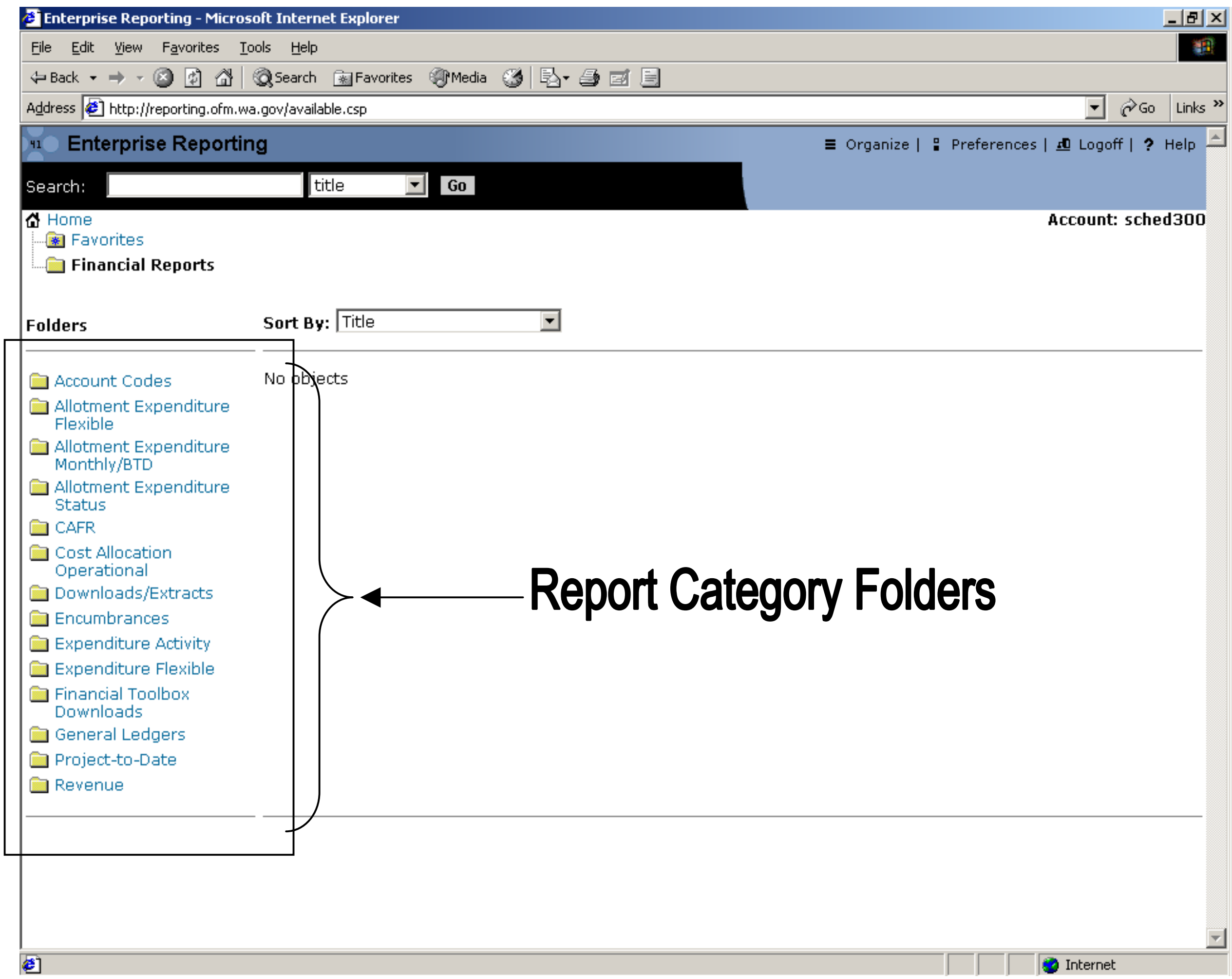
The new folder will appear as shown below.



Folder Structure

Folders are structured differently in the CE10 environment. The functional report category folders are shown in the top half of the Home Screen. Currently, only the Financial Reports are in the CE10 reporting environment. As other applications migrate to CE10, additional folders and reports will be created. So, depending on your security access, you may see folders for Budget, Allotment, or Travel, for example.

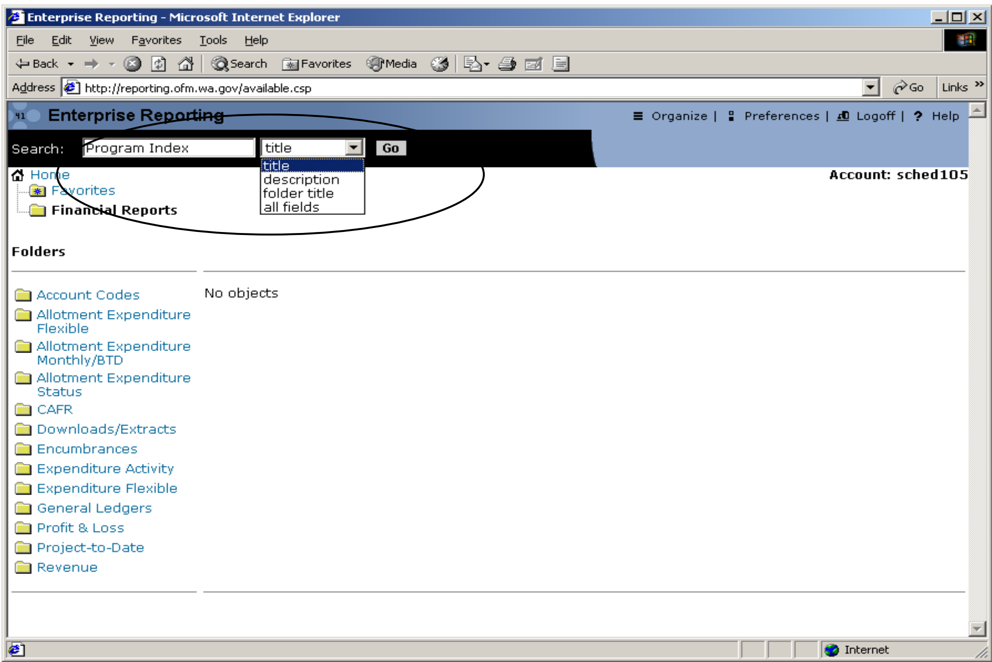
When you select the Financial Reports folder in the top half of the Home Screen, the report category folders will appear in the bottom half of the screen. Note that there is only folder for each report category, instead of one folder for each biennium as in the previous environment. You can specify the biennium by selecting it from the Parameter Screen, explained later on page 29.



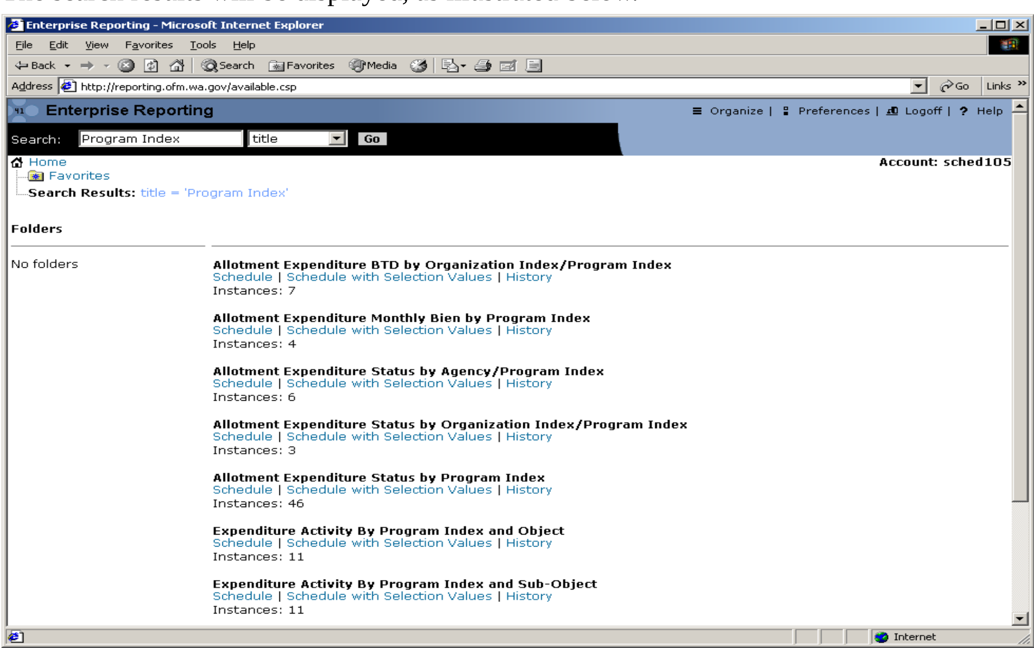
Searching for Objects

You now have the ability to search report objects to find those that meet certain criteria. A search includes all objects in the Financial Reports folders and in your Favorites folder. For example, you may want to find all report objects that have the words “Program Index” in the title. To perform a search, follow the steps below.

Enter a search string in the **Search** field. Select the field want to search by from the drop down box. Then select **Go**.



The search results will be displayed, as illustrated below.

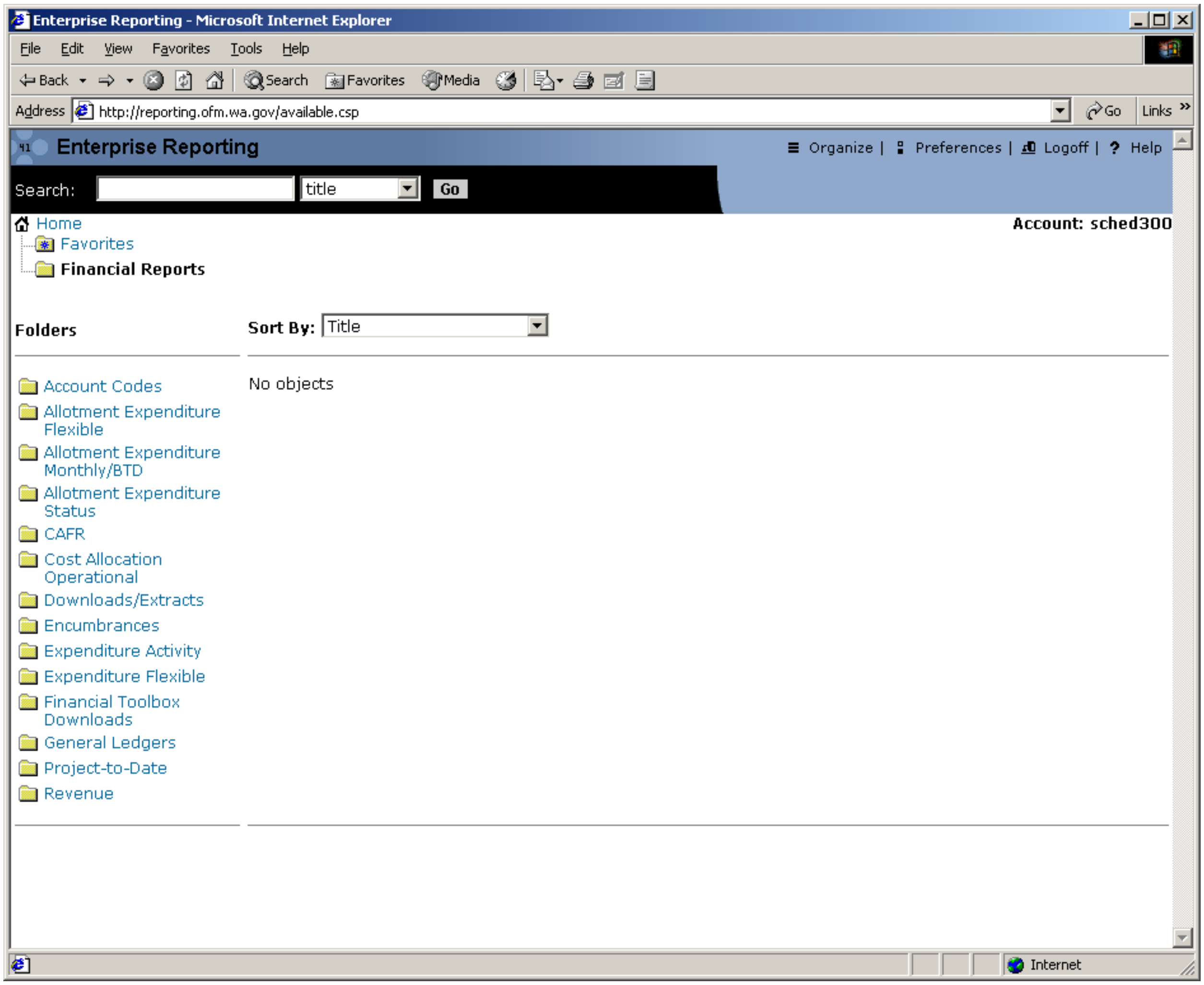


Scheduling Reports

You can schedule a report using a report object in either your Favorites folder or in the Financial Reports folder. The example below illustrates scheduling a report using a report object in the Allotment Expenditure Status category folder.

Accessing the Selection Screens

From the Home Screen, click on the Financial Reports folder. The report category folders will appear in the bottom half of the screen. Then select the category folder that contains the report object that you want to schedule.



The report objects in the selected folder will display. In the example below, the Allotment Expenditure Status folder was selected, so all the report objects in this folder are displayed.

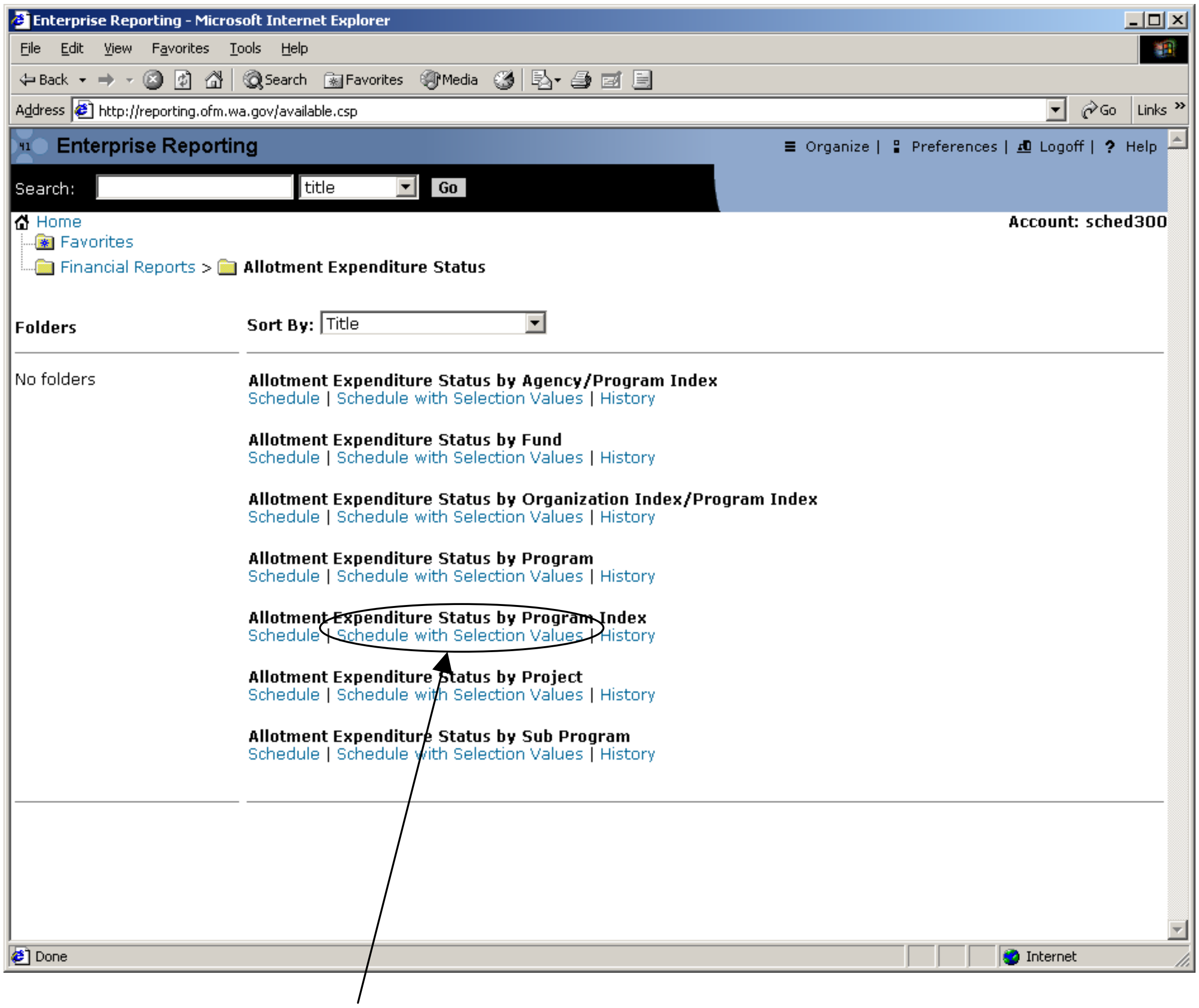
Note the menu options display underneath each report object, since the Action View option is selected. There are two methods available for scheduling:

Schedule: displays the parameter selections without pick list values.

Schedule with Selection Values: displays the account code parameter selections with pick list values.

You may use whichever method you prefer. The **Schedule** option will load the parameter screen more quickly, since the pick lists are not being loaded. However, if you are unfamiliar with your agency's account code structure, you may prefer the **Schedule with Selection Values** option.

The following example will use the **Schedule with Selection Values** method.

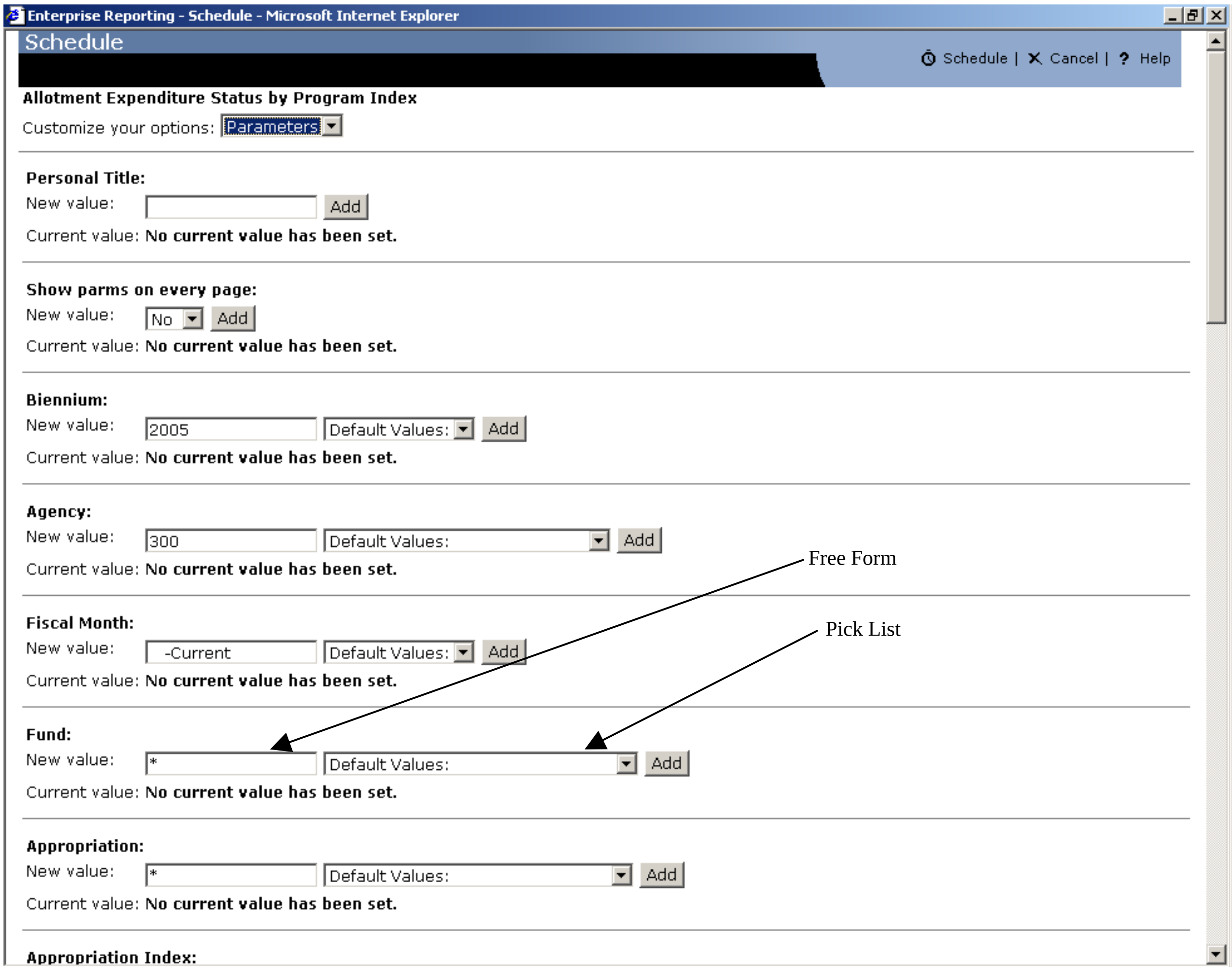


Click on **Schedule with Selection Values** for the report that you want to schedule. In this example, the Allotment Expenditure Status by Program Index report was selected.

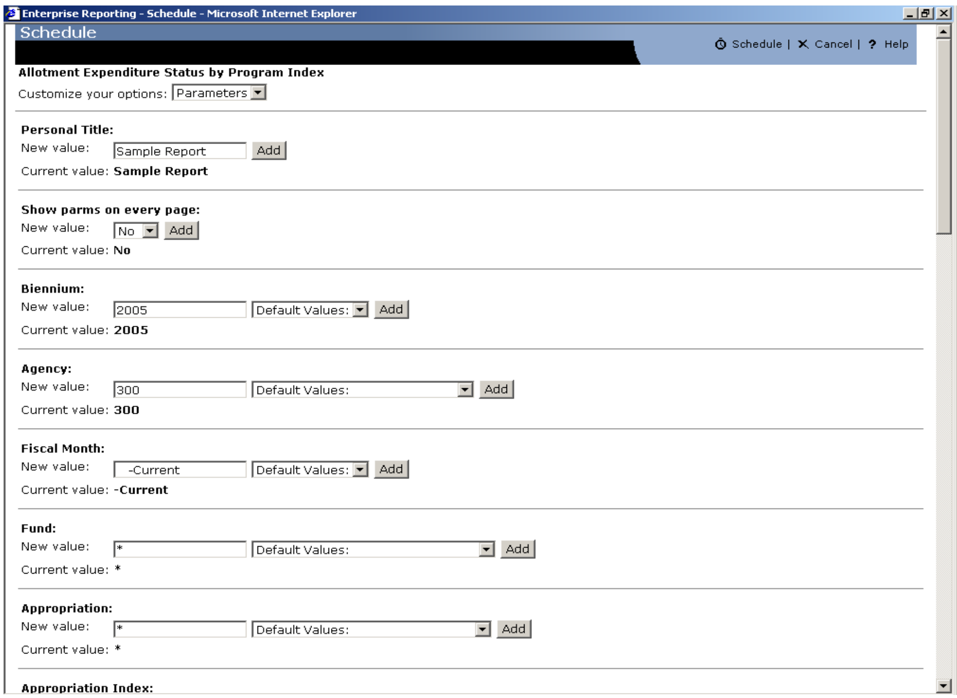
Parameter Selections

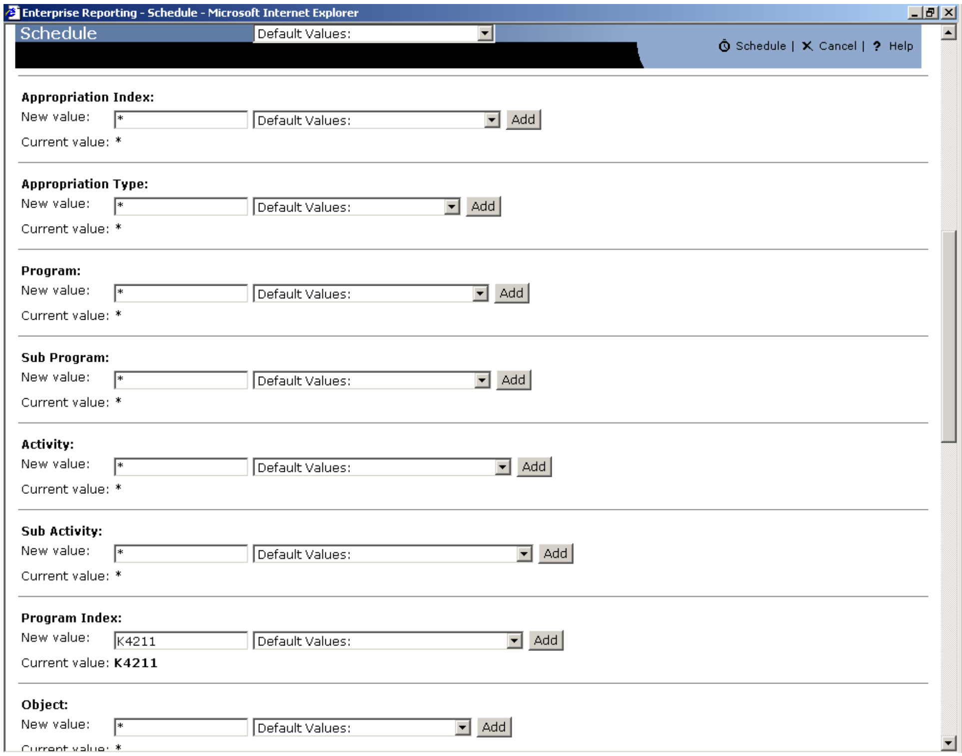
The Parameters screen, illustrated below, displays. Here you select how the data should be filtered on the report. The free-form input box displays on the left side, and the pick list values display in the drop-down box on the right. An **Add** button now appears by each parameter.

NOTE: For information on how to enter values in the free-form input field refer to the section entitled "Financial Reports - Multiple Value Selection" starting on page 69.

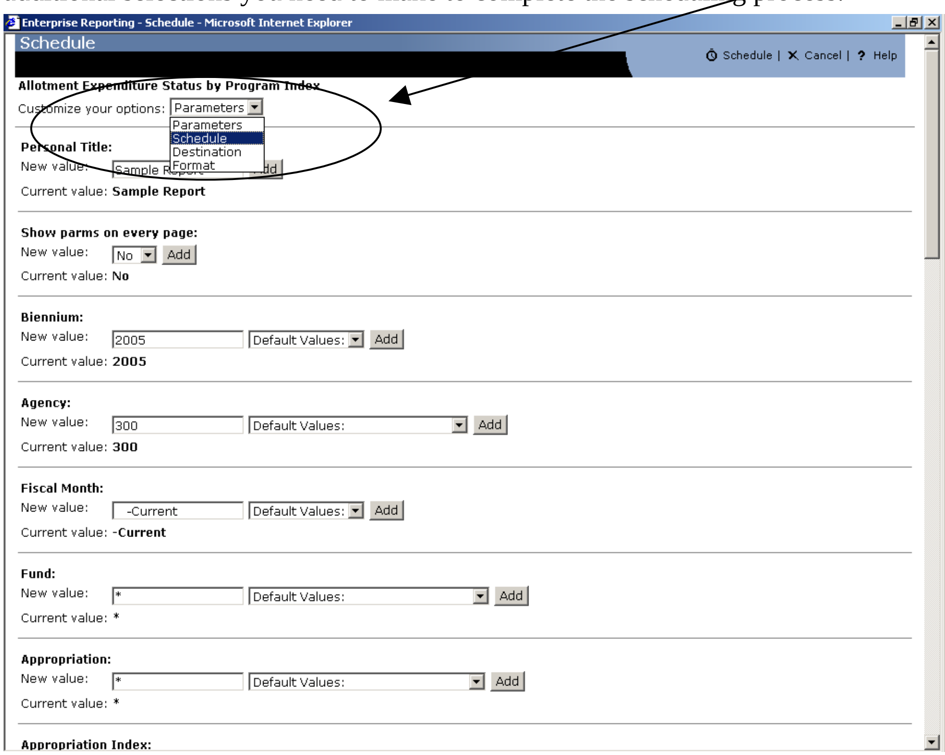


Make your selections using either the free-form area or the pick lists. When you have completed making all your selections, click on any **Add** button. The **Current Value** fields will be updated for each parameter. This process may take many seconds, especially for agencies with a large volume of account codes, so please be patient. **NOTE**: If you need to run a report for a different biennium or agency, change the values for these parameters first, and then click **Add**. This will update the account code selection parameters with the appropriate values for the biennium and/or agency selected.



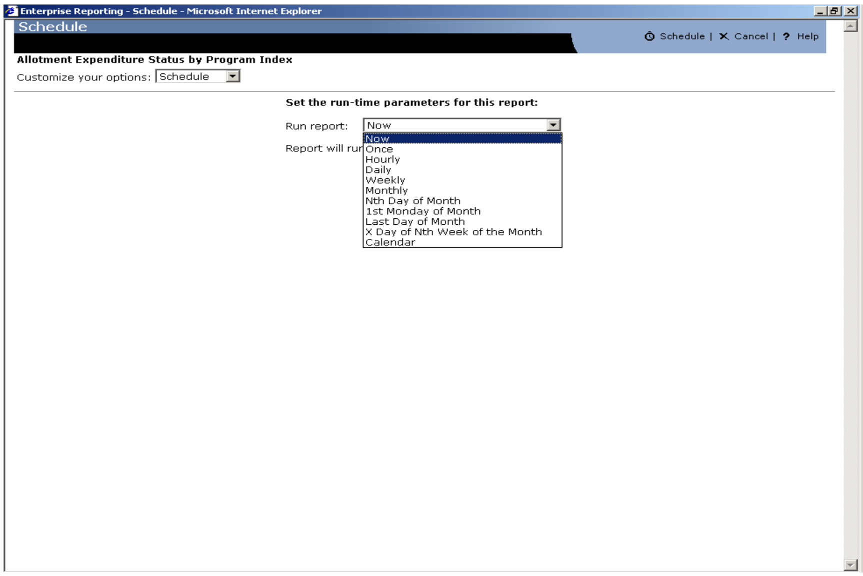


Go to the top of this screen and click on the down arrow in the **Customize your options** field. Here you will see additional selections you need to make to complete the scheduling process.



Run Time Parameters

The Schedule selection provides options for setting the **Run-Time** parameters for the report. The default value is **Now**. Click on the drop-down box in the **Run report** field to see the available choices. Two new **Run-Time** parameters are now available: **Calendar** and **X Day of Nth Week of the Month**. See below for more information.

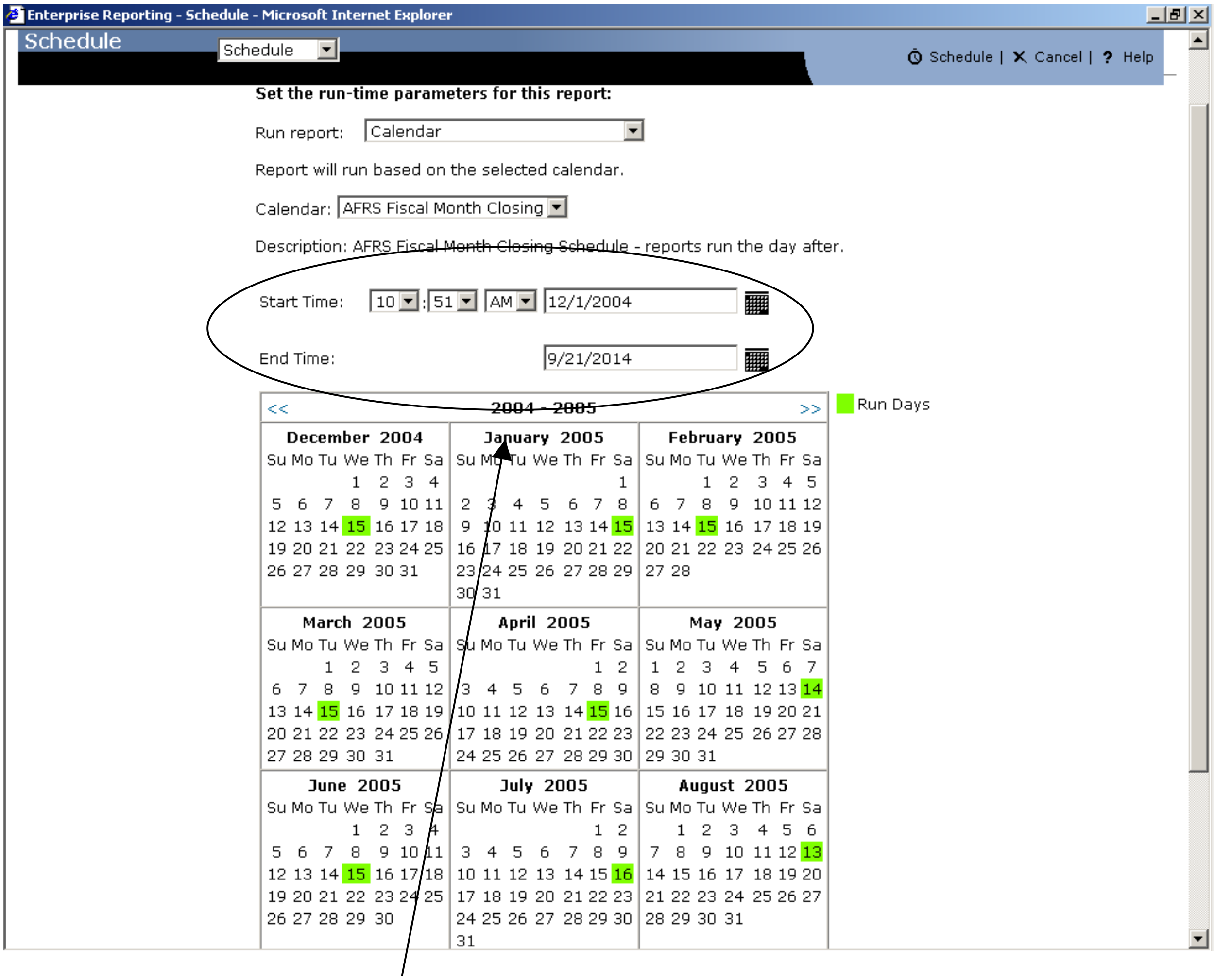


Two new items available in CE10 are the following:

Calendar: This provides the ability to schedule reports based on a customized calendar, such as the AFRS closing dates calendar.

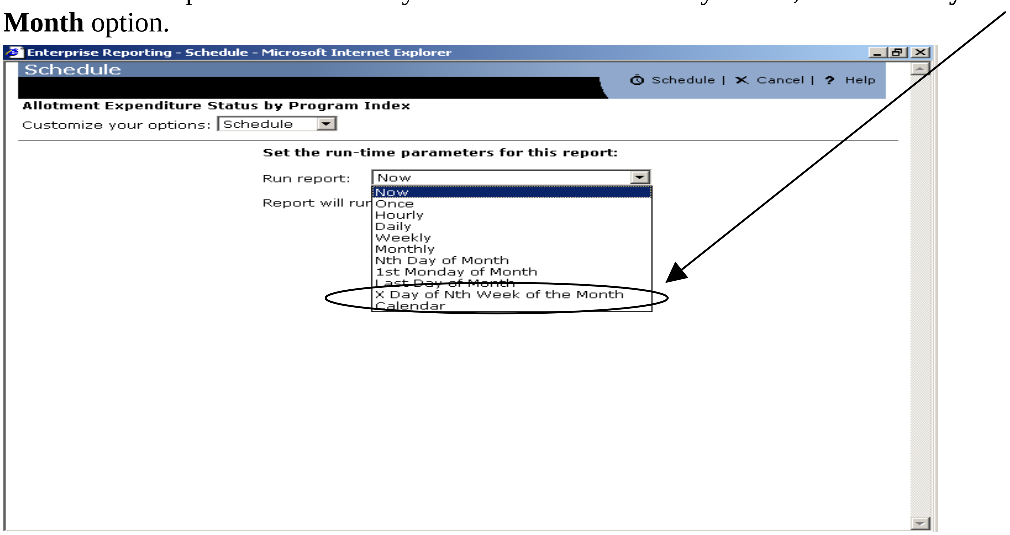
X day of Nth week of month*:* This provides the ability to schedule a report every Nth week on a selected day of the week.

To schedule a report using the Calendar option, click on **Calendar** from the Schedule menu. The screen illustrated below will display. The calendar displays the AFRS Fiscal Month Closing dates. A report scheduled using this calendar will run the day after each AFRS Fiscal Month close. **NOTE**: If there is no urgent need, use a fixed date of the month for monthly recurring reports. This will help alleviate potential system problems during AFRS cutoff.

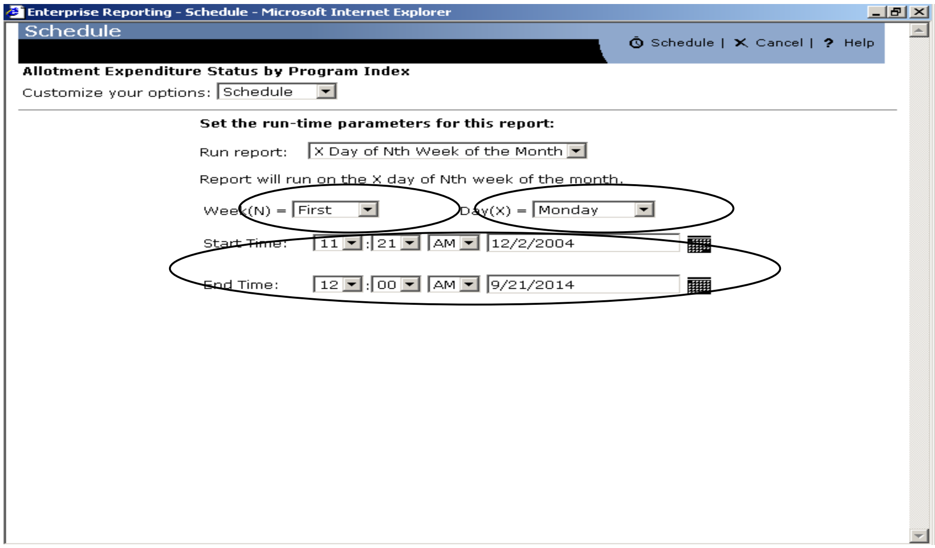


Change the **Start Time** to the desired value. Select an **End Time.** Note that the default is **ten years** from the **Start Time** so we strongly recommend changing it to an earlier date.

To schedule a report on a certain day of a certain week of every month, use the **X day of Nth Week of the Month** option.



The following screen will display. Select the week from the drop-down list in the **Week (N)** field and the day of the week from the drop-down list in the **Day (X)** field. Change the **Start Time** and **End Time** to the desired values.



Scheduling Recurring Reports

Enterprise Reporting allows considerable flexibility for scheduling of recurrent and immediate reports. Reports can be scheduled to run:

- Now;
- Once;
- Hourly;
- Daily;
- Weekly;
- Monthly;
- Nth Day of Month;
- 1st Monday of Month;
- Last Day of Month;
- X Day of Nth Week of the Month; and
- Calendar

To schedule a recurring report, parameters are entered via the Parameters option as you normally would for any other report. Users select the time and interval of the recurring report via the Schedule option.

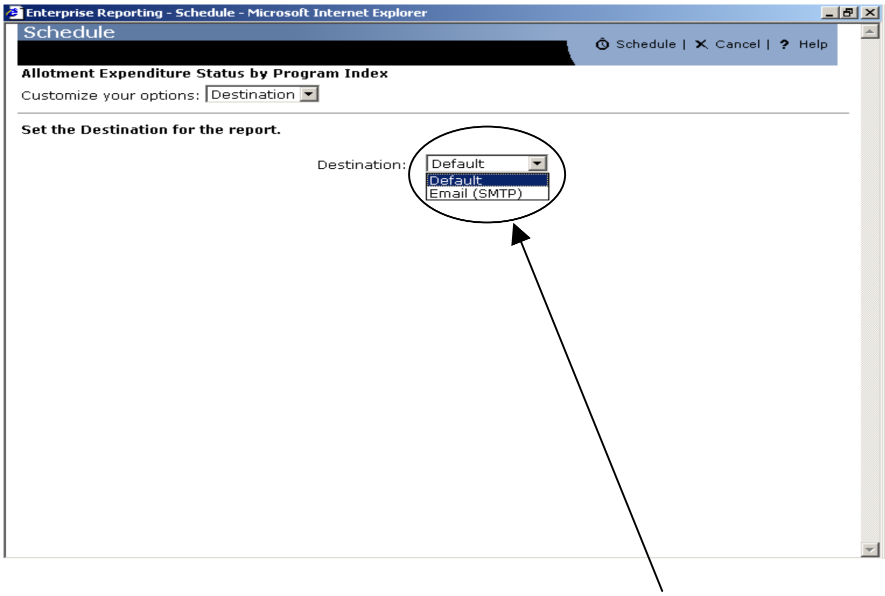
NOTE: The creation date of the recurring report will show in the Instance Time column and the status will show as “Recurring”. Once the report has processed successfully on the scheduled run date, the report status will show as “Success” with the actual run date and time. The creation date will remain in the Instance Time column, however the report will continue to run at the scheduled date and time. The next run time may be determined by clicking on “Recurring” under the Status column for the report.

Destination Selections

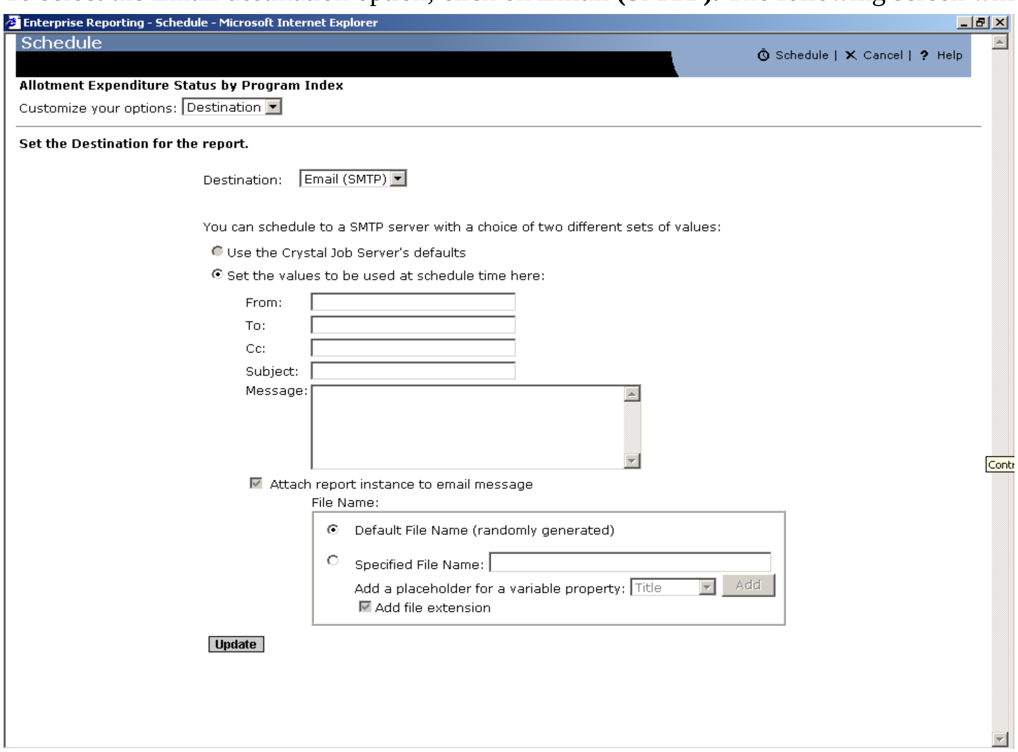
The Destination selections determine where your report instance will be sent after processing. The following options are available:

Default: Selecting this will send the report to the default location, for subsequent viewing and printing.

Email (SMTP): This is a new feature, providing the ability to schedule a report to an email destination. CAUTION: Before using this feature, please run a report to see how large the report will be. If the file size is very large, problems could result when the report is being sent to the designated email address.



To select the Email destination option, click on **Email (SMTP).** The following screen will display.



Make entries in the following fields:

The **From**: field is already populated with the user's email address. If there is no email address from the user profile, a generic email address of EnterpriseReporting@ofm.wa.gov will be populated.

Enter one or multiple email addresses in **To***:* field. Separate each email address with a semicolon (;).

If you wish, enter an optional **Subject** and **Message** in the appropriate fields.

Note that the field **Attach report instance to email message** is checked, indicating that the instance will automatically be included as an attachment.

In the **File Name** field, you can leave the default selection of **Default File Name**. To provide a more meaningful name, enter a specific file name in the **Specified File Name** field.

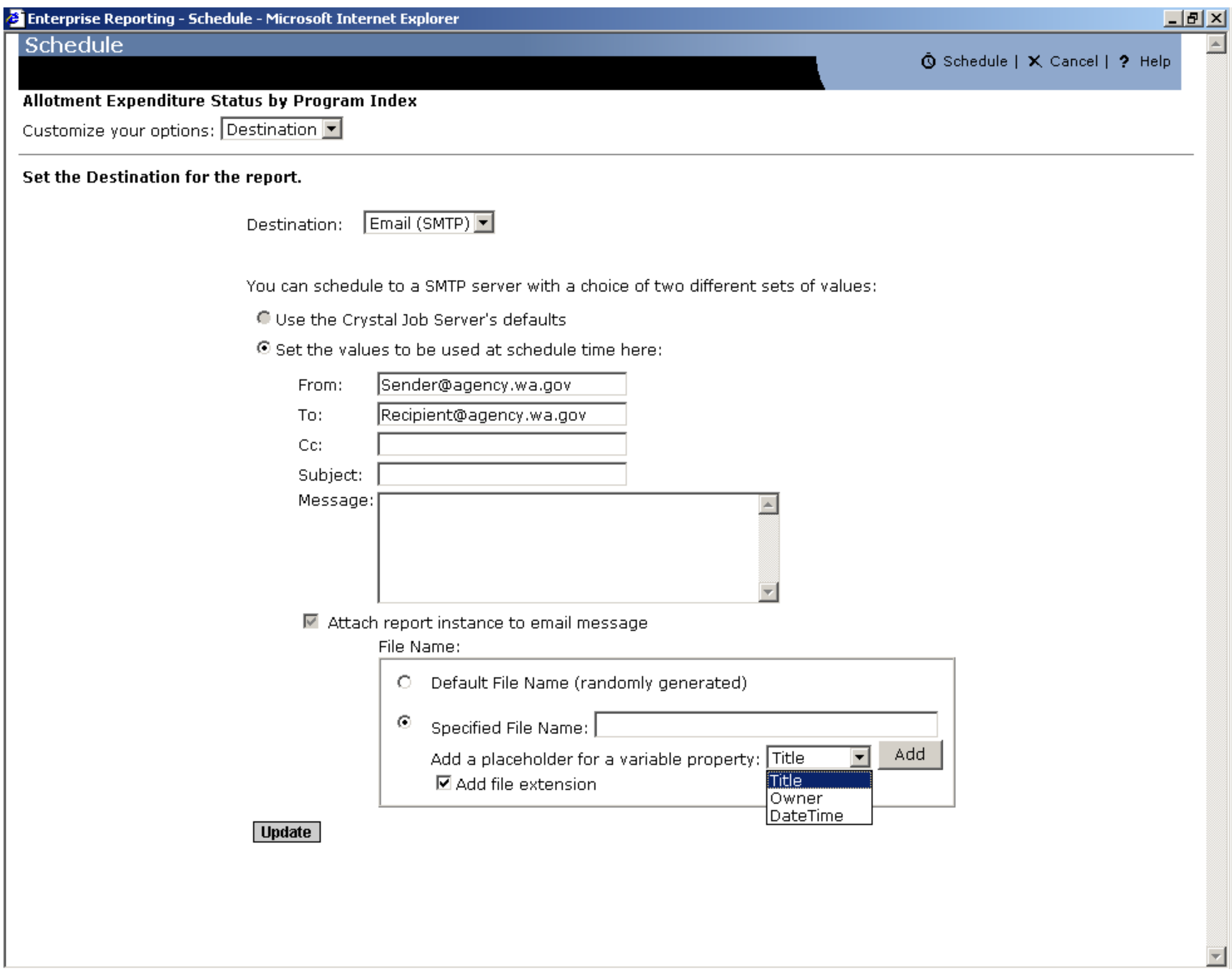
If you wish, you can also choose to add selected fields to **Specified File Name** from the drop-down list provided in the **Add a placeholder for a variable property** field. The following options are available:

Title: adds the title of the report

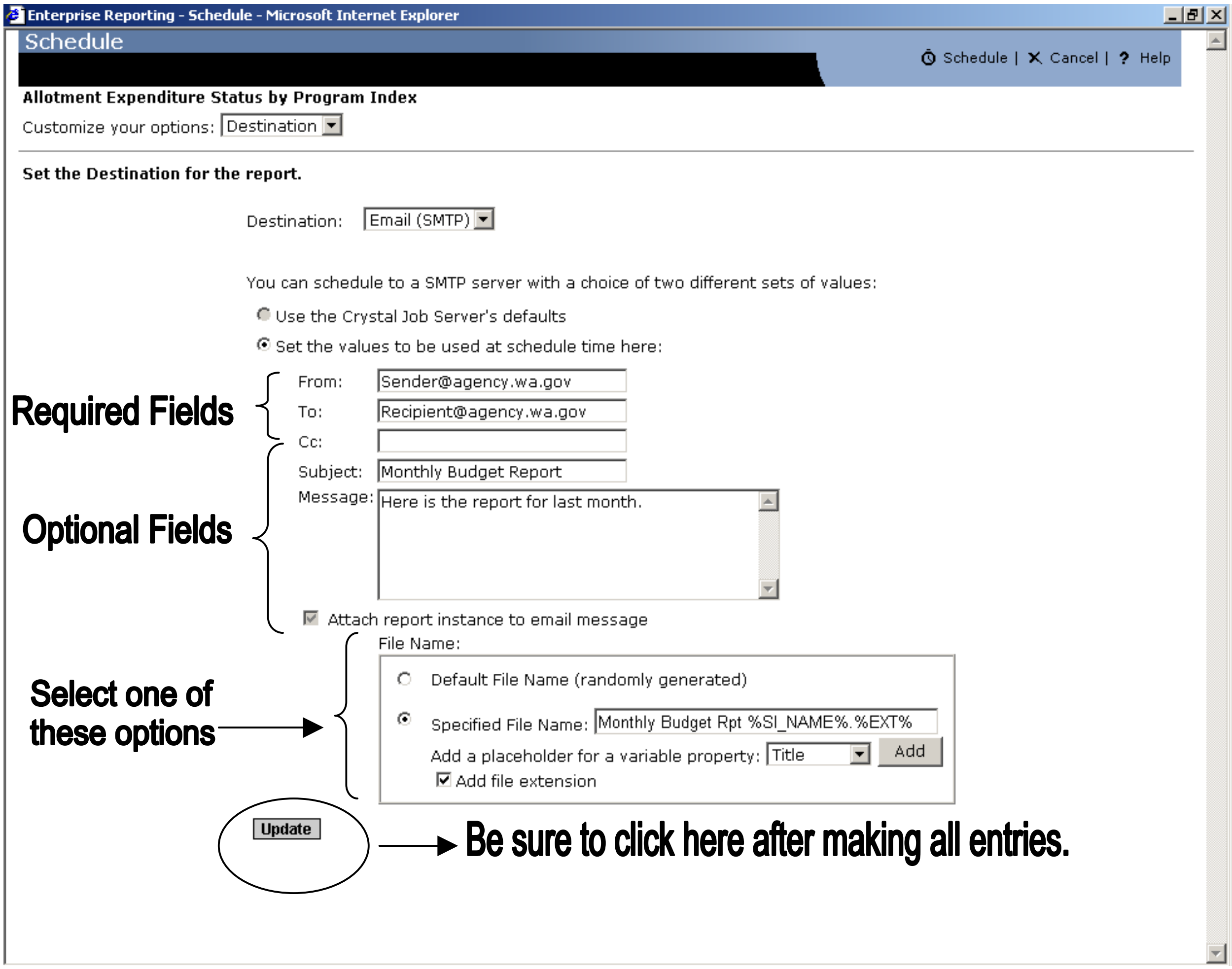
Owner: adds the logon ID of the user scheduling the report instance

DateTime: adds the report instance start date and time

The **Add file extension**, when checked, will append a file extension to the specified file name field based on the format selected (e.g., PDF or .XLS). See page 38 for information on available formats.



After completing all entries, click on **Update**. Here is an example of how the entries will appear after entering data in the fields described above. A specified file name was entered, and the placeholder for **Title** was added.



IMPORTANT: When using this feature, it is recommended that you use either the Adobe Acrobat or Excel file format from the Format menu. See page 38 for information on setting formats. If the default file format of Crystal Report (.rpt) is used, the recipient will need the Crystal Offline Viewer file installed in their computer to open the report. See page 52 for more information on this.

Report Format Selections

The last option in the Schedule menu is **Format**. When you select this option, the screen below will display. The default format for most reports is Crystal Report. The default format for reports in the Account Codes, Downloads/Extracts and in the Financial Toolbox Download folders (DSHS only reports) is Microsoft Excel (Data Only), with the settings that will produce the optimum format. If you want to schedule a report in its default format, then you do not need to do anything on this screen.

If you want to schedule a report in a format different from the default, you may choose from the selections illustrated below. Support will be provided for the following formats:

Adobe Acrobat

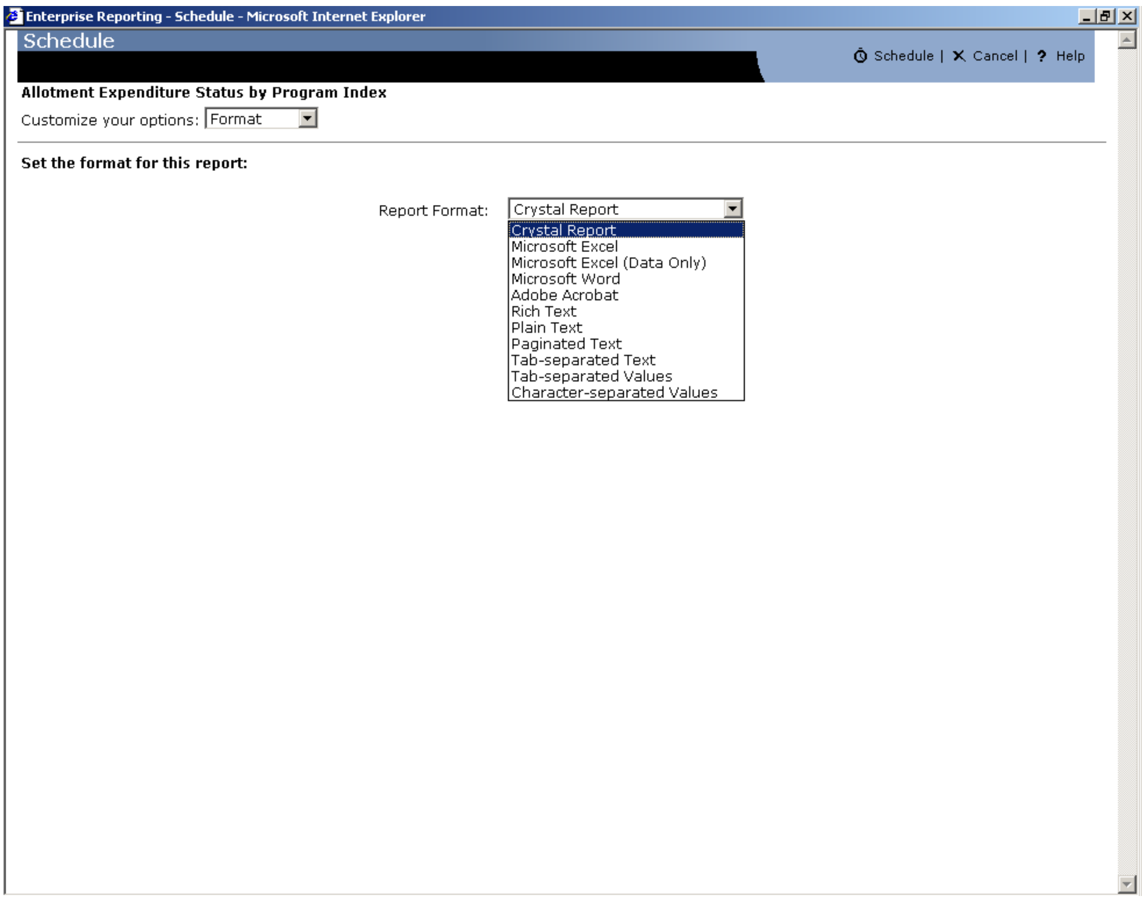
Crystal Report

Microsoft Excel

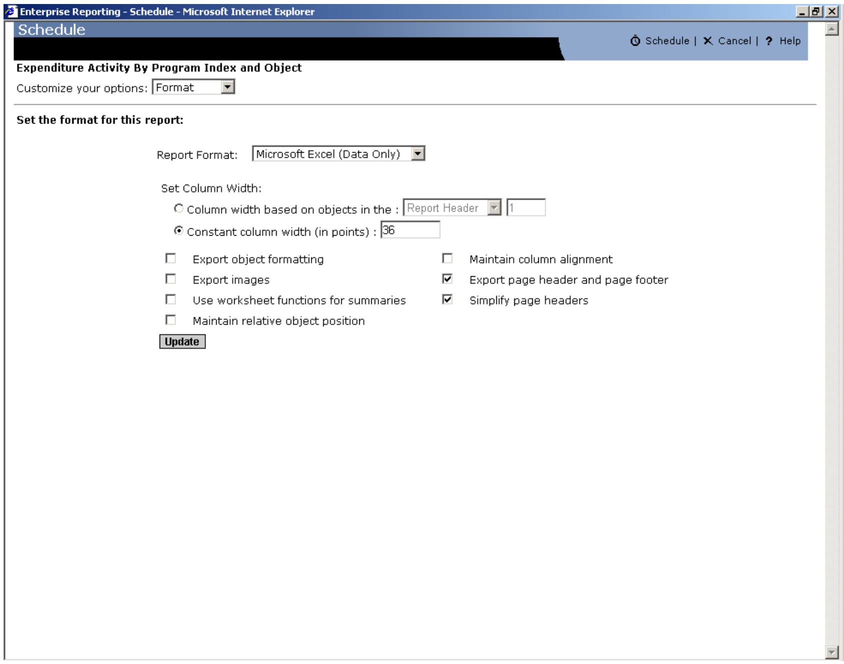
Microsoft Excel (Data Only)

Character-separated Values

You may use the other formats, but the report output may not be preserved from the original format.

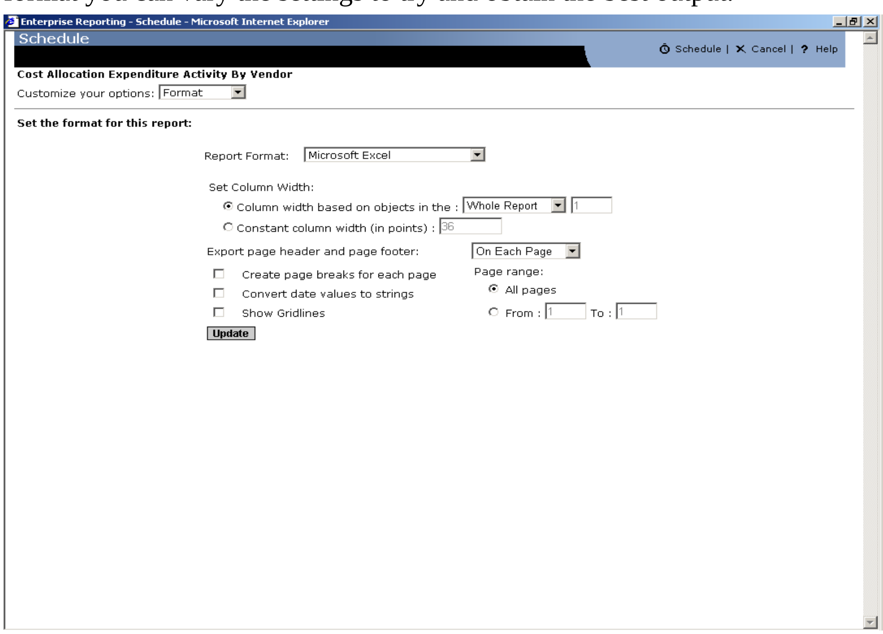


The **Microsoft Excel (Data Only)** format saves the data fields, with each cell representing a field. Selecting this option displays the following screen:

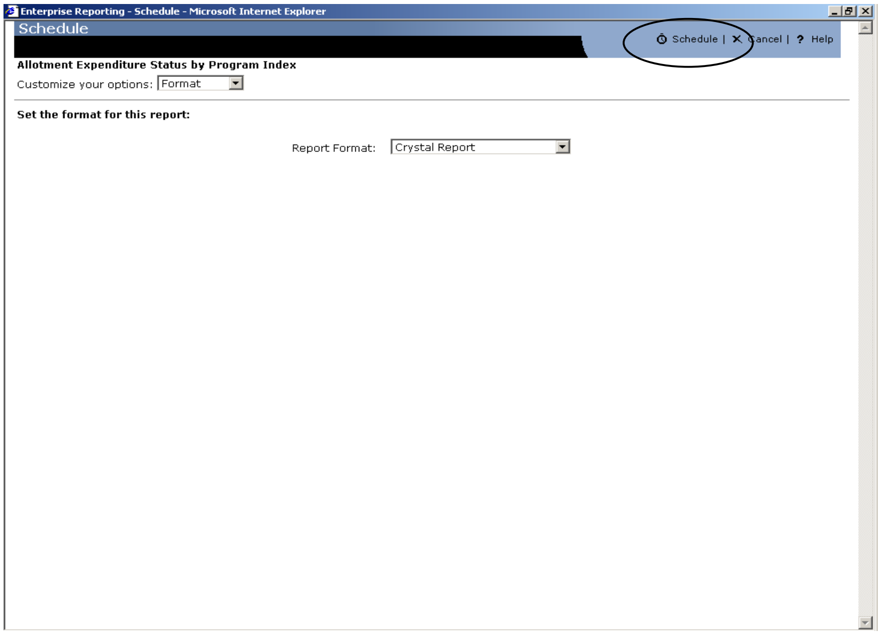


You can control the report output by changing the settings above. The reports designed specifically for Excel format will have the default settings specified for optimal format. These include reports in the Account Codes, Downloads/Extracts and Financial Toolbox Downloads (for DSHS users) categories. As long as users do not change any of the settings when scheduling these reports, the report format should be satisfactory.

Selecting the **Microsoft Excel** format displays the screen illustrated below. Similar to the Excel (Data Only) format you can vary the settings to try and obtain the best output.

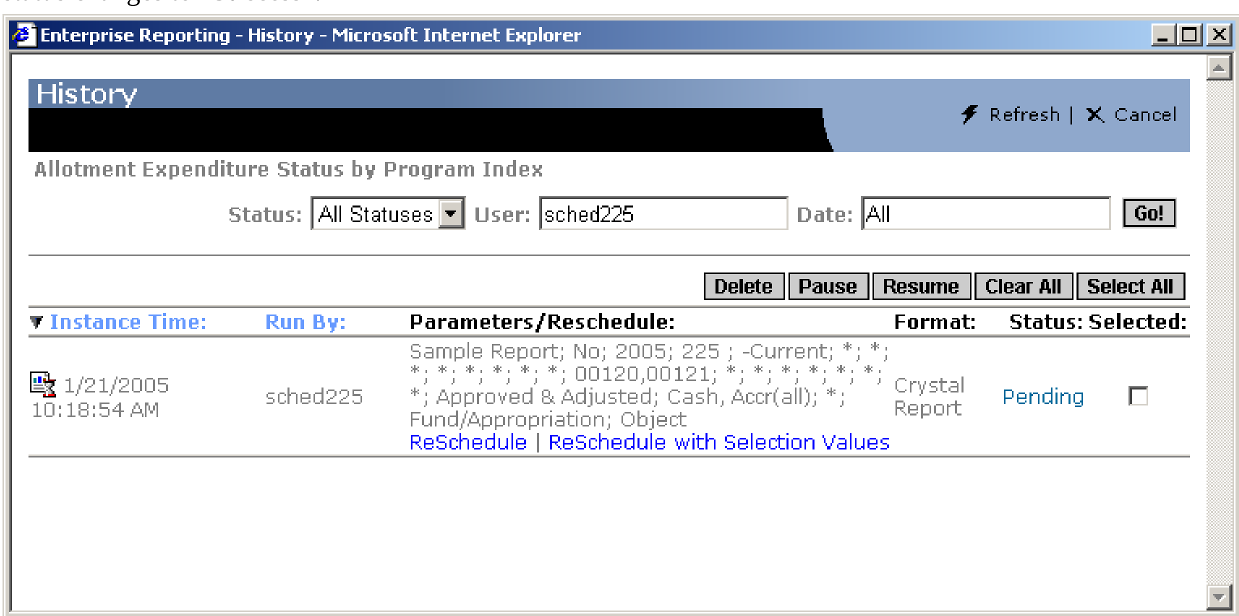


After you have finished making the parameter, run-time, destination, and format selections, click on **Schedule** in the upper-right corner of the screen.

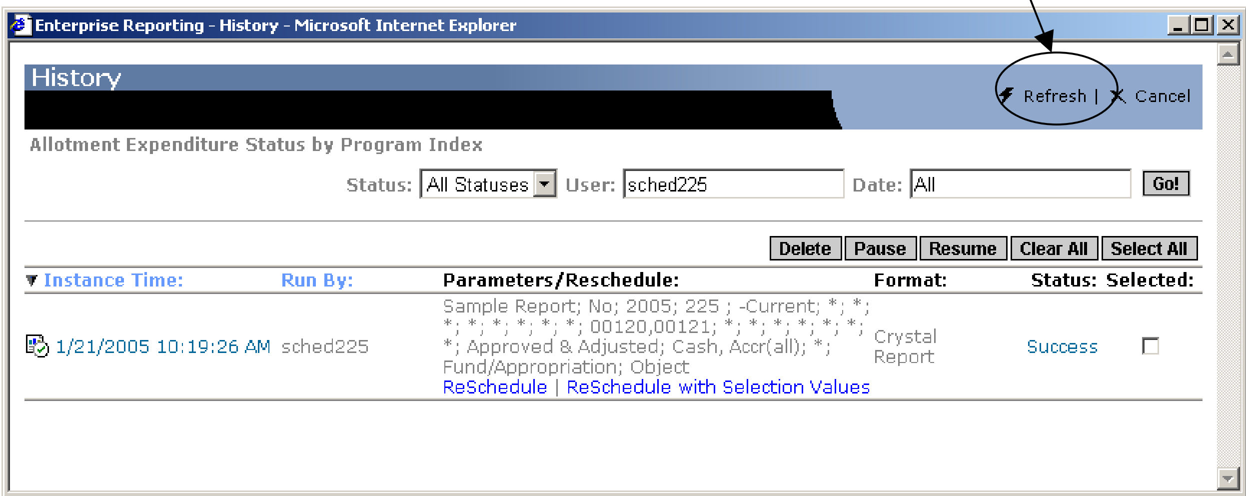


Report Processing

After scheduling a report, The Schedule screen will close and the History Page will appear, displaying the report instance. The History Page is described starting on page 47. Initially, the status of the instance will display as "**Pending**". As report processing continues, the status changes to "**Running**" When processing is finished, the status changes to "**Success**".

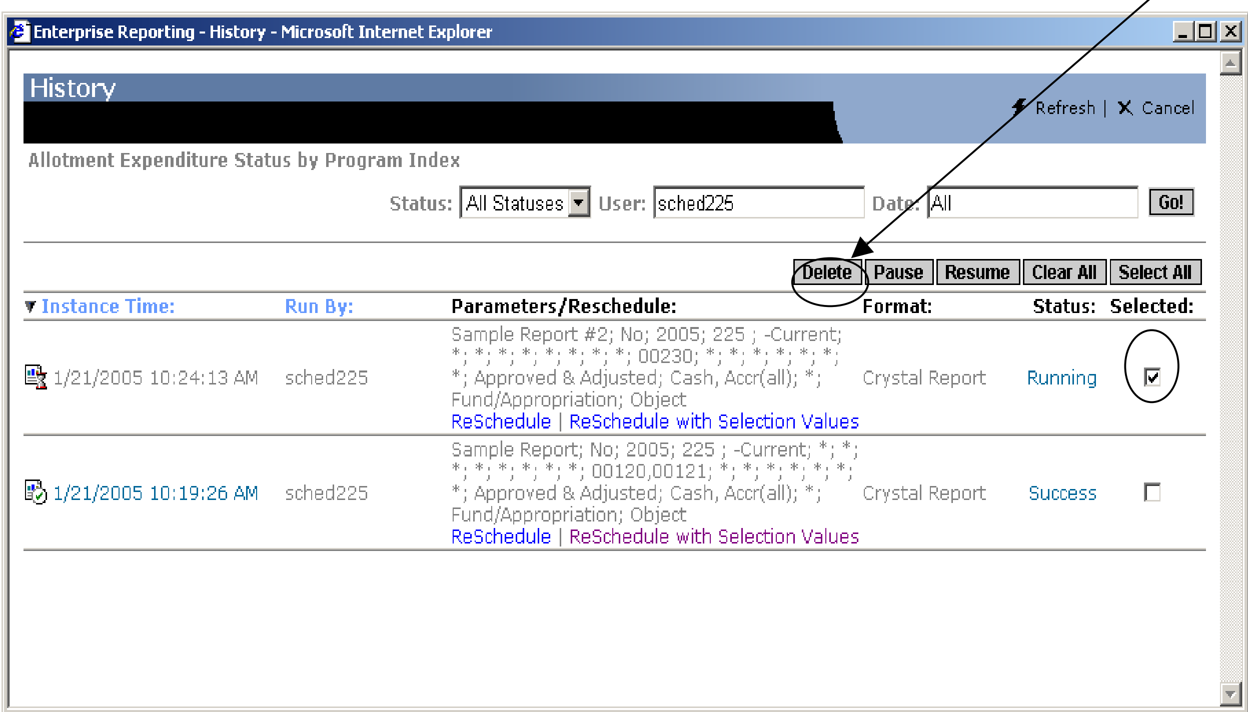


There is no automatic refresh feature in Enterprise Reporting. In order to update the report status, you will need to click on the **Refresh** menu option in the upper right corner of the screen. Continue clicking on **Refresh** until the status changes to "**Success**".

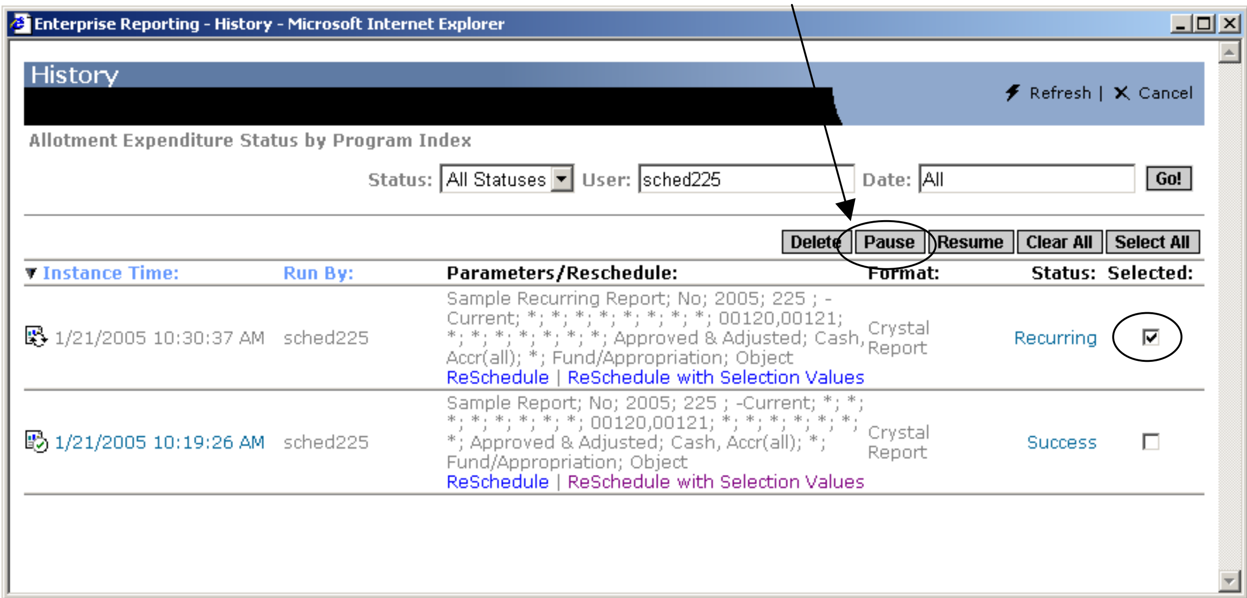


Stopping and Pausing Reports

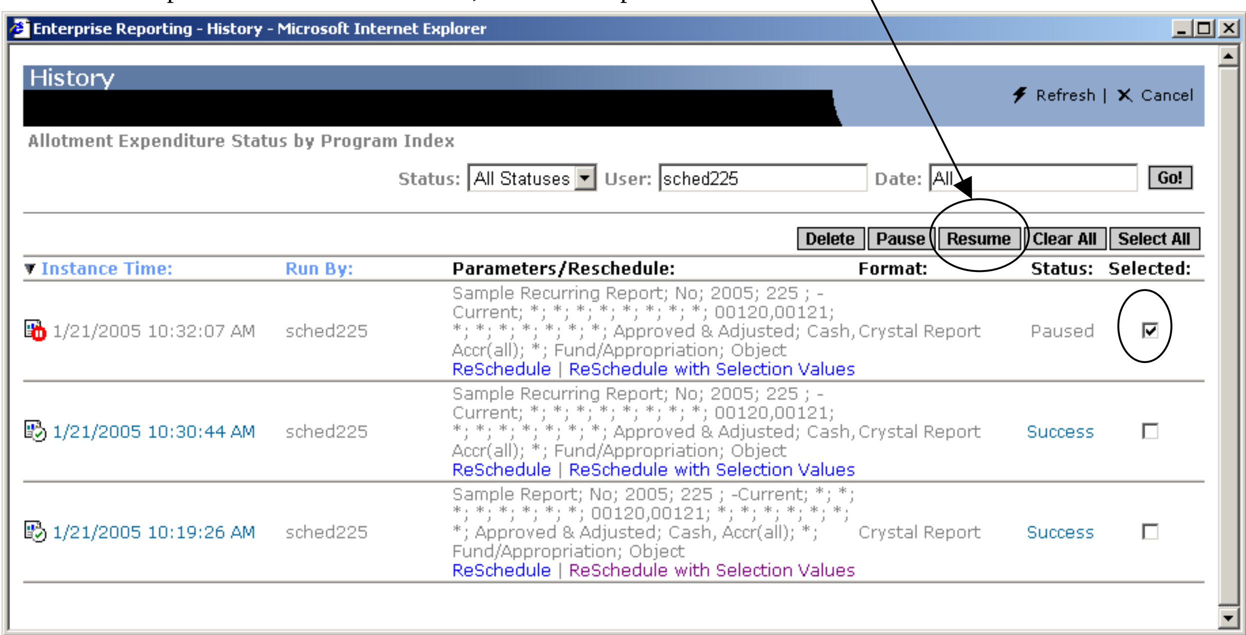
To stop a report that is processing, first select the report by clicking the check box and then select the **Delete** button.



To pause a report in Recurring status, select the report and click on **Pause**.



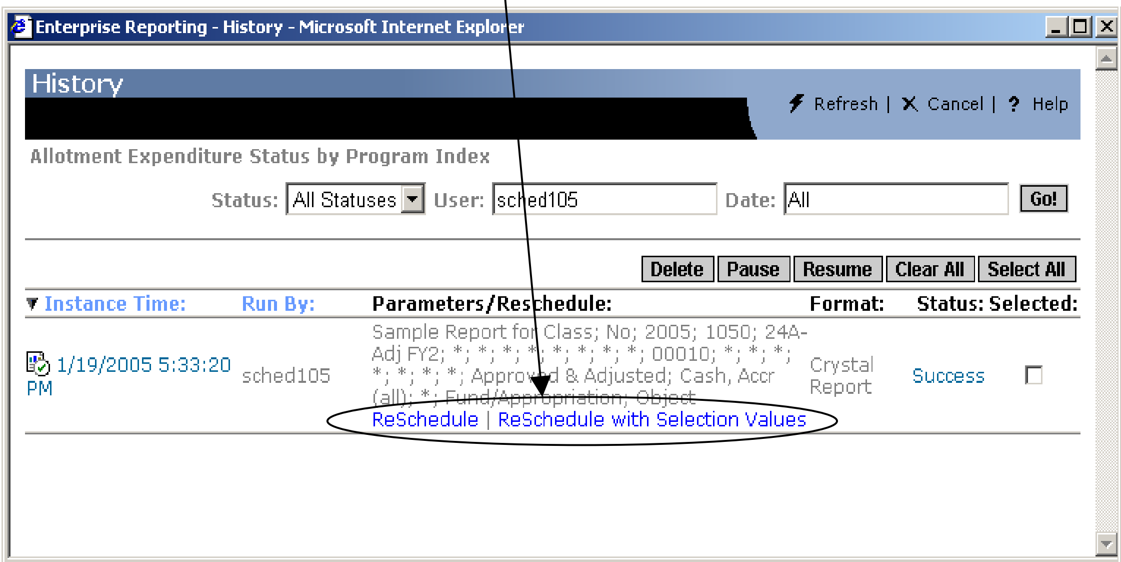
To resume a report that is in Paused status, select the report and click on **Resume**.



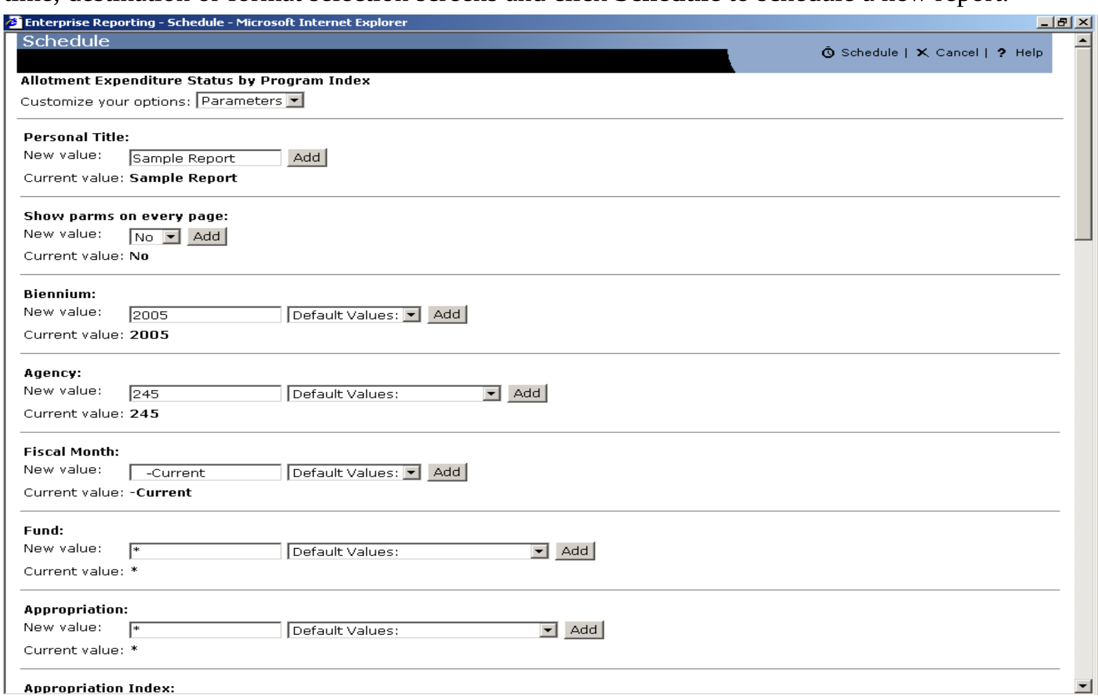
Rescheduling Feature

The Reschedule feature allows users to schedule a new report using an existing instance. The parameter, run-time, destination, and format values are retained from the original instance. You can then change any of these values and schedule a new report.

To use the Reschedule feature, first navigate to the History Page. Click on either **Reschedule** or **Reschedule with Selection Values** in the "**Parameters/Reschedule**" column for the desired report instance.



The Schedule screen for Parameters will display. This may take quite a few seconds depending on the volume of all the account codes because the screen is loading with all the pick list values. Change the appropriate parameters values and click on an **Add** button to update your selections. Make any other changes in the run-time, destination or format selection screens and click **Schedule** to schedule a new report.



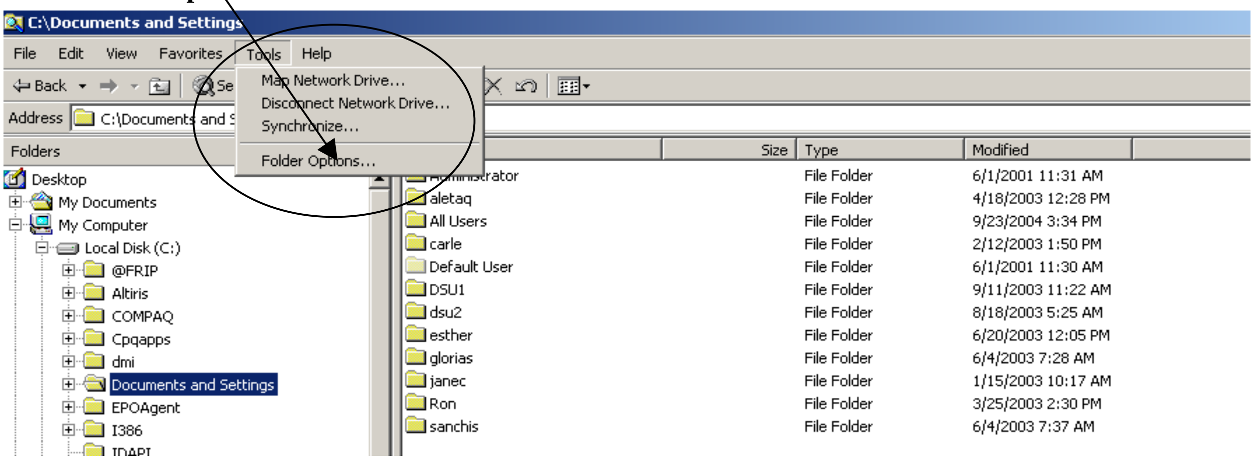
Scheduling Download and Extract Reports

The reports in the Account Codes, Downloads/Extracts, and Financial Toolbox Download (DSHS only category) folders are designed to be run in Excel format. As mentioned previously on page 39, each report will have the default format set to Microsoft Excel (Data Only), with the appropriate settings, to produce the optimum output.

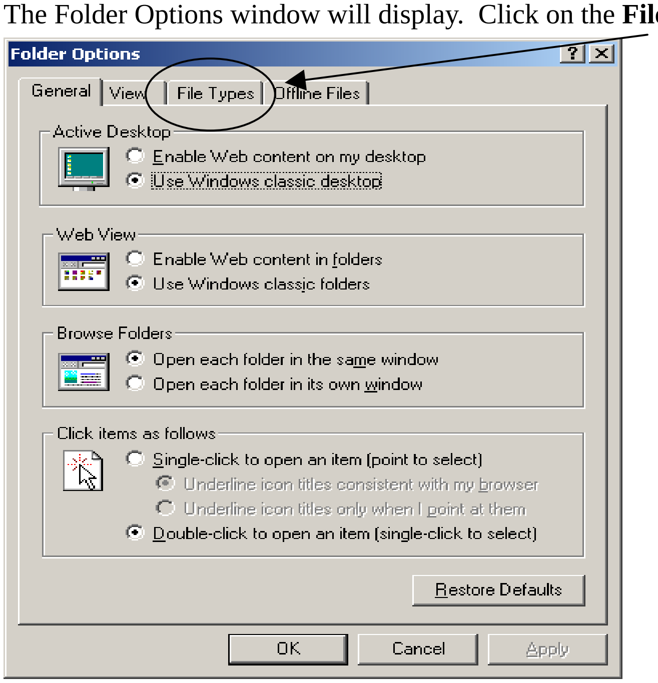
When working with the Download/Extract reports, be sure you have your Internet Explorer options set correctly so it will provide a download dialog box. This allows you to either view the spreadsheet by opening an application or saving it to a file. To configure you workstation to invoke the download dialog box, complete the following steps:

Start Windows Explorer

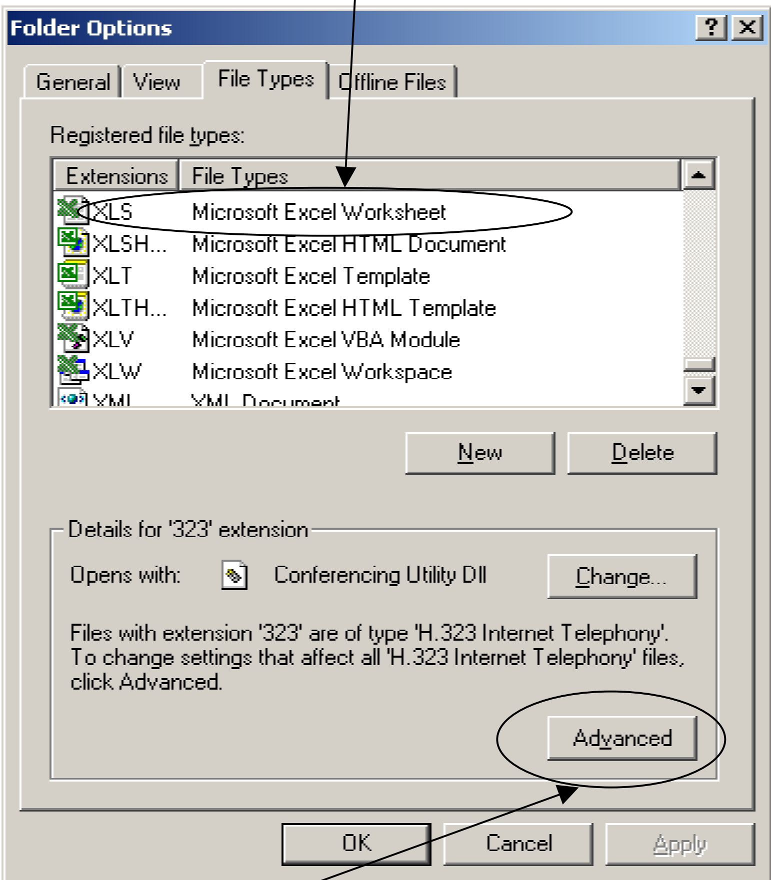
Select **Folder Options** from the **Tools** menu.



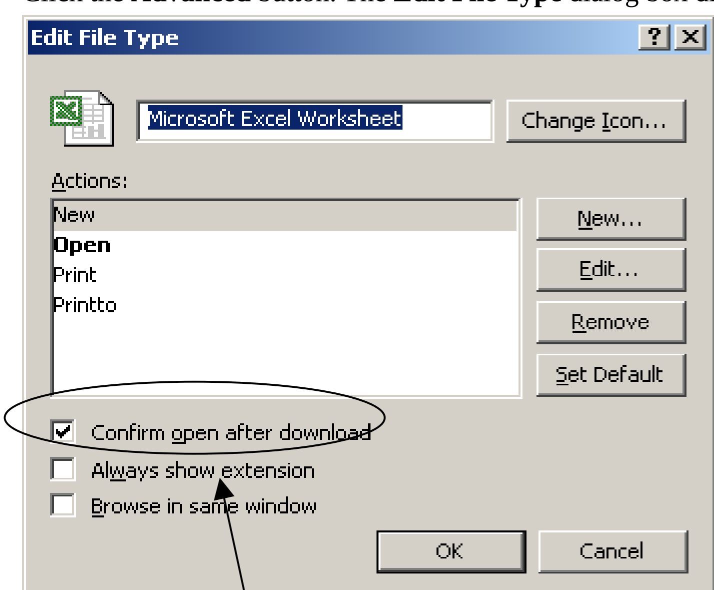
The Folder Options window will display. Click on the **File Types** tab.



Highlight the **XLS Microsoft Excel Worksheet** file extension in the **Registered file types** drop-down list.

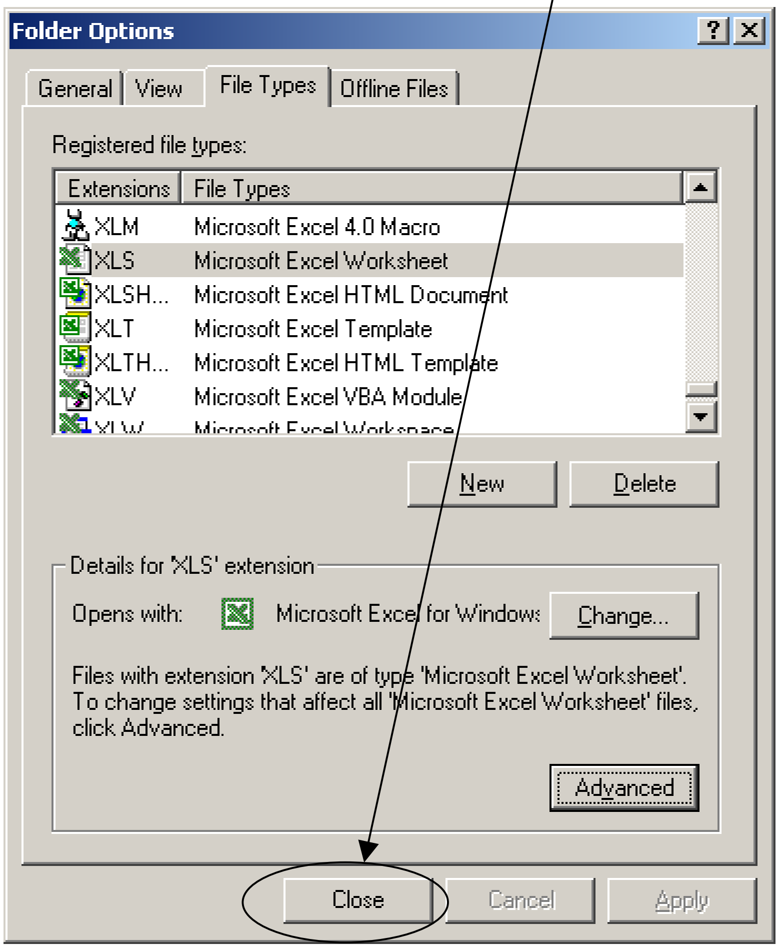


Click the **Advanced** button. The **Edit File Type** dialog box displayed below appears.



Select **Confirm open after download** check box and then click **OK**.

The **Folder Options** dialog box appears. Click **Close** and then close Windows Explorer by clicking on the “X” in the upper right-hand corner.



Viewing Reports

This section provides you with instructions about the Crystal report viewers (including the Crystal Offline Viewer for the Select Expert function available in the Seagate Info 7.5 ActiveX Viewer) and how to view reports from them. Viewing reports in CE10 is accessed via a separate screen called the "History" Page. A new search feature is available on the History Page allowing users to view another users' reports. Users may also delete, pause or resume multiple reports at the same time on the History Page.

Looking at the Report History

Crystal Enterprise saves a history of report instances for scheduled reports that have been run. The history list is arranged chronologically (with the most recent instances first) and contains information such as:

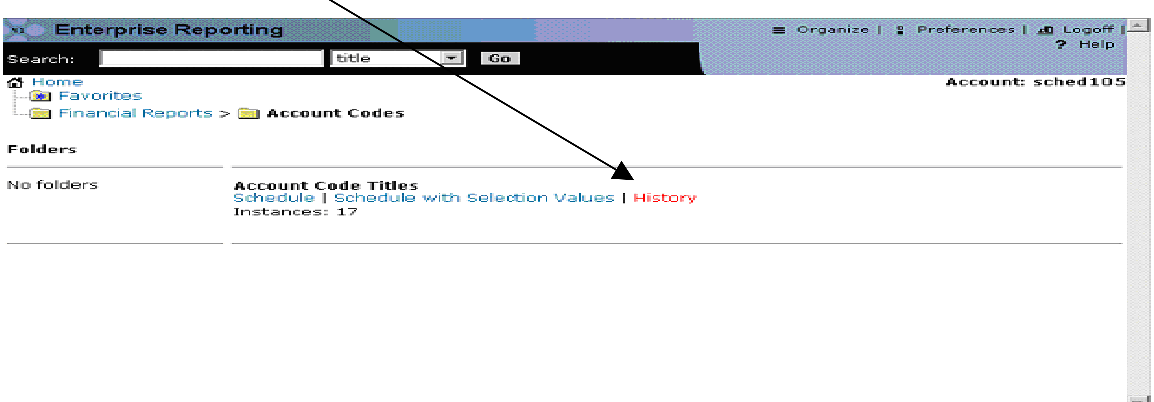
- Instance Time
- Run By
- Parameters
- Format
- Status

The Instance Time for a successful instance becomes a hyperlink to that instance. You can view the instance by clicking the hyperlink. ***NOTE****: For most agencies, instances are retained 40 days from the current date. Instances older than 40 days will be automatically deleted. A few agencies have different retention rules.*

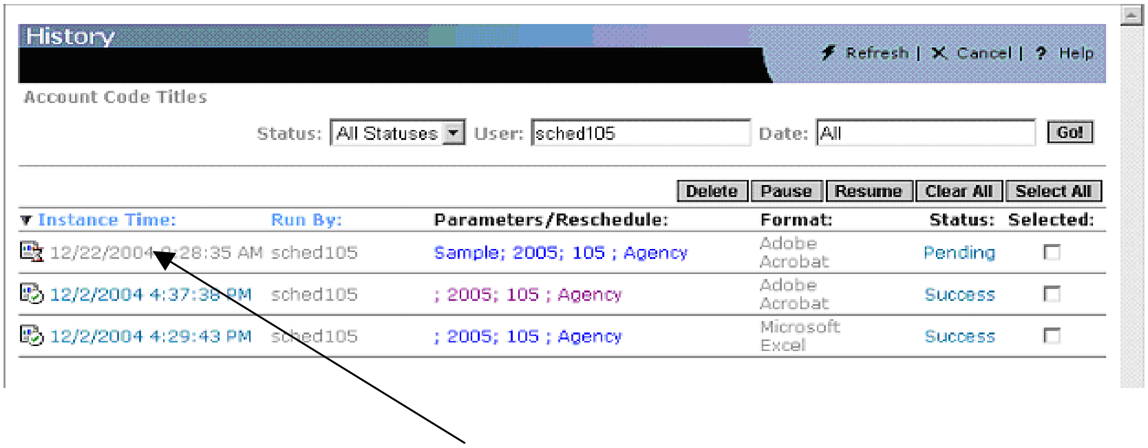
TIP: Sort instances chronologically by clicking the "Instance Time" column heading. Click the column again to reverse the sort order. You may also sort the instances by owner if you are viewing other users' reports (alphabetically and reverse-alphabetically) by clicking the "Run By" column heading.

Viewing a Report's History or Instances

1. Go to the specific report object (e.g. Account Code Titles).
2. Click **History**.



The History page appears.



3. Move the mouse over the **Instance Time** of a successful instance. The instance link changes color.
4. Click the link(s) under the **Instance Time** column to view the report instance. It will open the report in a Crystal report viewer that you have set in the Crystal Report Preferences.

NOTE: The color feature is available only when you use Microsoft's Internet Explorer as your browser. You can see detailed status information for recurring and failed instances by clicking the link(s) under the Status column.

The Default Crystal Report Viewers

The default Crystal report viewers allow you to view reports, navigate through multiple pages, print and export all or selected pages of the reports.

The online Crystal report viewers available on this application are: ActiveX, Java, DHTML and Advanced DHTML.

ActiveX Viewer

The ActiveX viewer is for Microsoft Internet Explorer versions that support ActiveX controls. This will require the viewer control to be installed to your workstation.

DHTML Viewer

The DHMTL viewer is a zero-client viewer for browsers that support Dynamic HTML. It does not require anything downloaded to your workstation.

Advanced DHMTL Viewer

In addition to providing all of the features found in the DHTML viewer, the Advanced DHTML viewer is a zero-client viewer that provides an Advanced Search Wizard.

Java Viewer

This viewer is designed for web browsers that support the Java Virtual Machine. This will also require a download to your workstation.

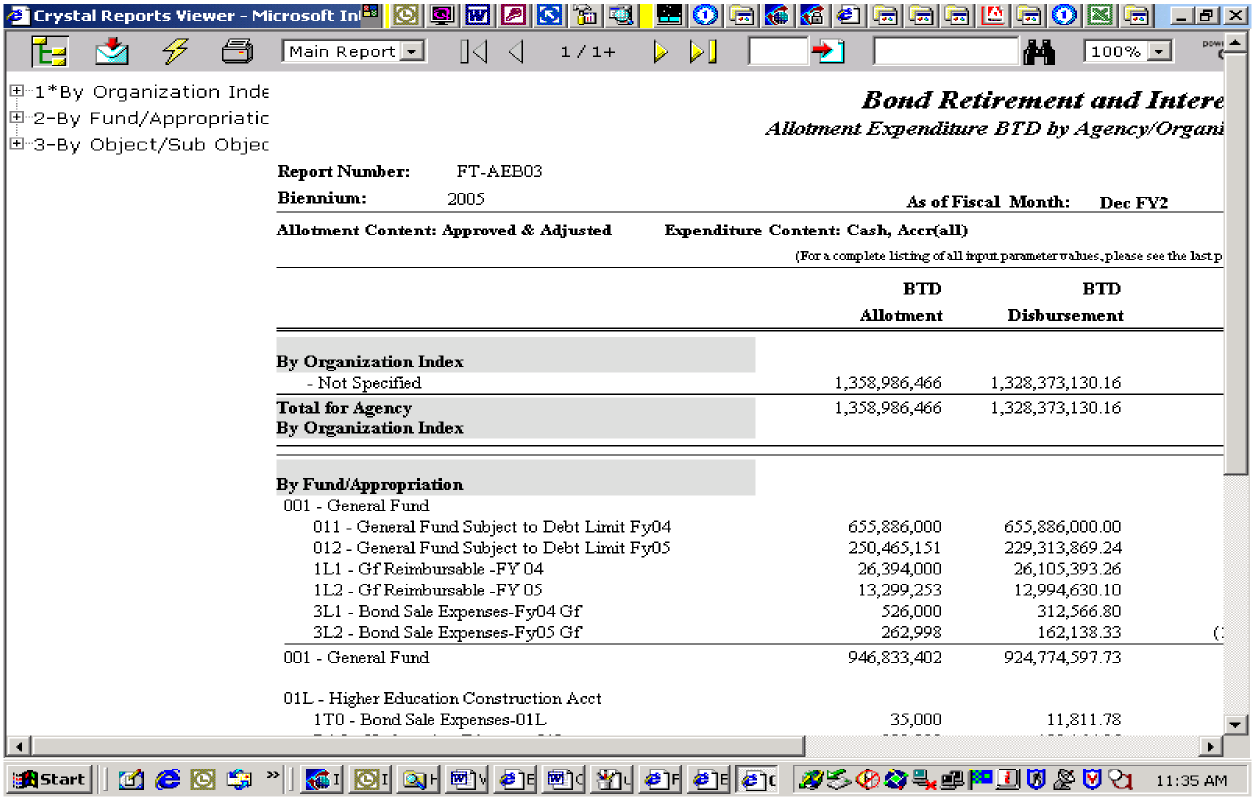
You can also view your reports when not connected to Crystal Enterprise by using the Crystal Offline Viewer. This viewer also contains the "**Select Expert**" feature that is no longer available through the online Crystal Viewers listed above. It also contains other new functions such as Sort Order and Top N Expert.

NOTE: The Crystal Offline Viewer will require a download to your workstation. You may need administrator rights to download the viewer to your workstation. If not, please contact your IT Administrator. This Viewer is not supported on Windows 98 or lower operating systems.

At this point, your **default viewer** has been set as **DHTML** since it best suits the customers' general needs. You can also manually select another viewer type through the Preferences page. However, we will only provide support for DHTML if there are any technical issues. For more information, see Crystal Report Preferences Section on page 13.

DHTML Viewer (Default Viewer)

The DHTML viewer is accessed using a web browser that supports Dynamic HTML. You can view your reports, refresh them, and export them in a variety of formats.



In addition to the functions provided on the browser's standard toolbar, the DHTML viewer has extra functions on its custom toolbar:

Toggle Group Tree

Click **Toggle Group Tree** to show or hide the report's group tree. When the Group Tree is displayed, you can use it to navigate through your report's data.

NOTE: Unlike the ActiveX Viewer, the Toggle Group Tree in DHTML Viewer windowpane cannot be resized.

Export Report

Allows users to export reports to various formats. See Exporting Reports Section on page 64 for more details.

Refresh Page

Click **Refresh** to obtain the most up-to-date report data from the report's existing schedule parameters. You need to have the proper rights to run this report and the report must contain the necessary data source information before you can refresh the report.

NOTE: This function is currently turned off for further evaluation. A large report could cause users to wait on this screen for a long time. After the data has been refreshed and the viewer is closed, there will be no report instance generated on the History Page for the refreshed report.

Print Report

Allow users to print reports from the Crystal Report Viewer. See Printing Reports Section on page 61 for more details.

Drill down

You can drill down on report data to show the data beneath charts and summarized groups. This function may not be applicable for all reports. If a report contains various sections, you may double click on a report section and it will create that section as a drill-down view or sub report on a separate window. The drop down box next to the Print icon will have that section appearing under the main report.

Scroll through pages

Use the scroll bars or **First Page/Previous Page** to move through the pages of a report. **Go to First Page** and **Go to Last Page** options are also available.

Search for Text

Click **Find** to launch the Search dialog box. You can type the search criteria you want to find in the report.

NOTE: This function is currently not working consistently. Issue has been reported to software vendor for research and resolution.

Zoom

Select a magnification factor from the drop-down list to zoom in or out on a report.

Crystal Offline Viewer

The Crystal Offline Viewer is a report viewer installed locally on your computer. You can use this viewer to look at Crystal reports you've downloaded without being connected to Crystal Enterprise.

Using the Crystal Offline Viewer, you can:

- Print or export your report
- Select the data you want to view (See Using Select Expert in Crystal Offline Viewer Instructions on page 57 for more details)
- Drill down for more detail in the report
- Sort the data in the report you want to view (See Using Sort Order in Crystal Offline Viewer Instructions on page 60 for more details)
- View multiple reports

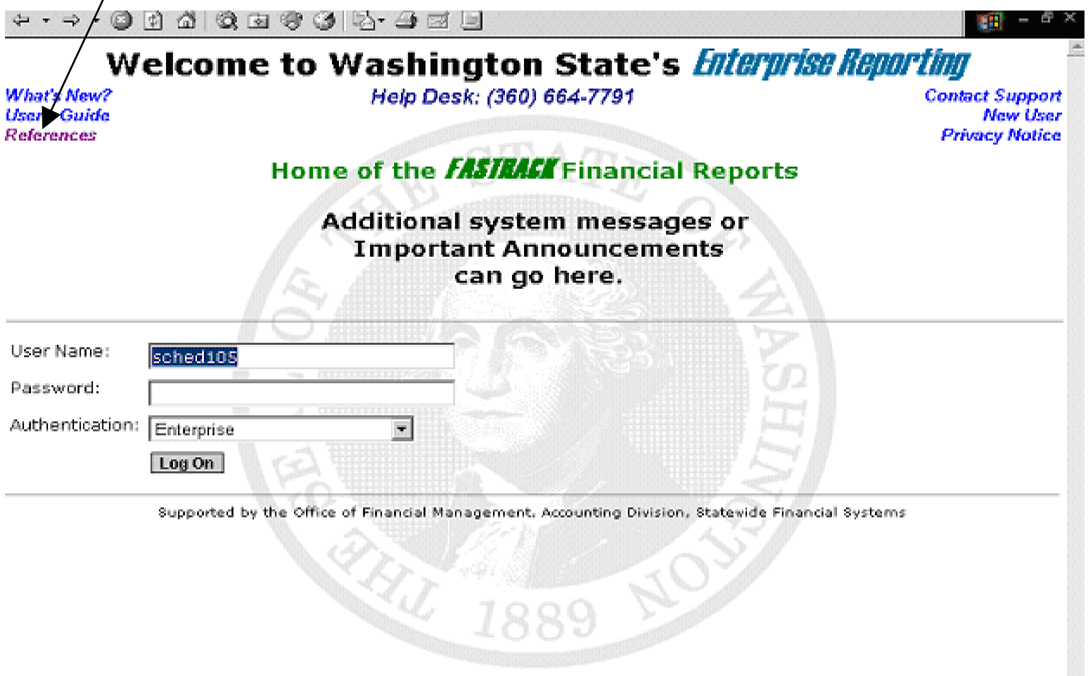
The Crystal Offline Viewer functions similarly to Crystal Reports. For information on the tasks you can perform with the Crystal Offline Viewer (selecting records, sorting records, graphing, choosing Top N values, and so on), access the online help from the Crystal Offline Viewer Help menu.

NOTE: The Crystal Offline Viewer is not supported on Windows 98 or lower operating systems.

Working with the Crystal Offline Viewer

In order to use the Crystal Offline Viewer, it needs to be installed to the user's workstation. Once it is installed, it resides locally as a client-side viewer.

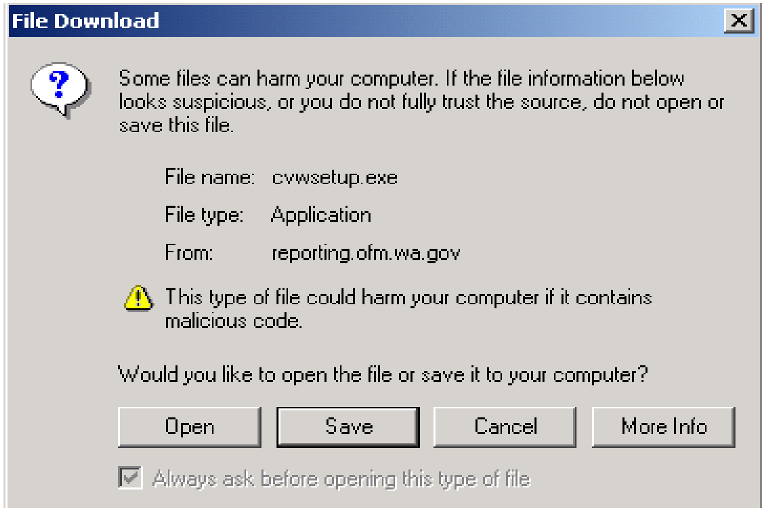
Link to download the Crystal Offline Viewer can be found on the Enterprise Reporting Logon Screen under the Reference Link.



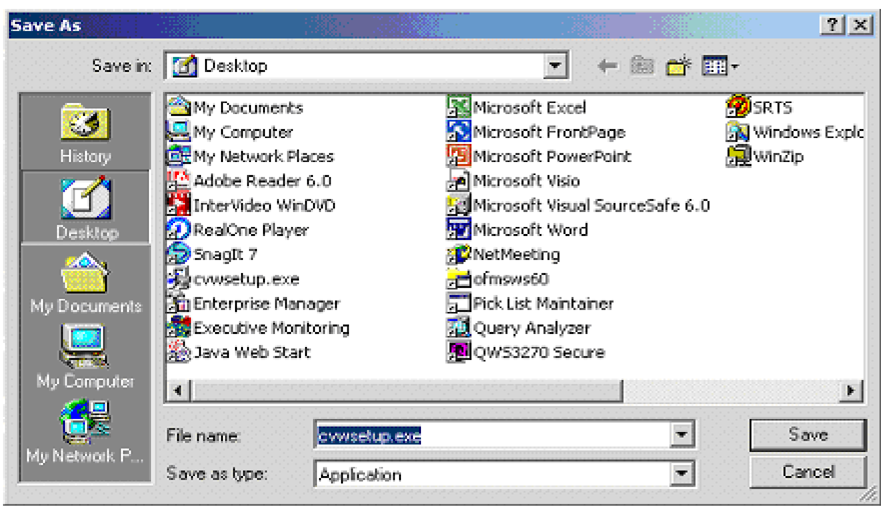
Installing the Crystal Offline Viewer

Click on the References Link from the above Logon Screen and click on the **Download the Crystal Offline Viewer** link.

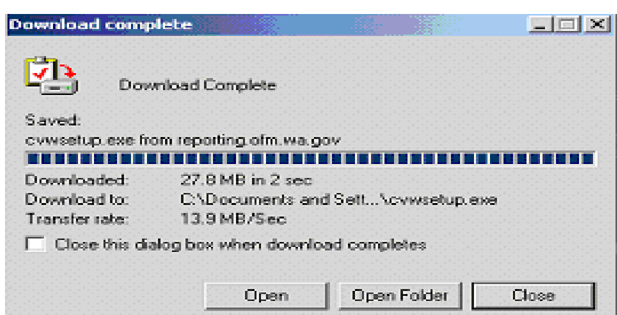
The following File Download Dialog Box appears. Click **Save**.



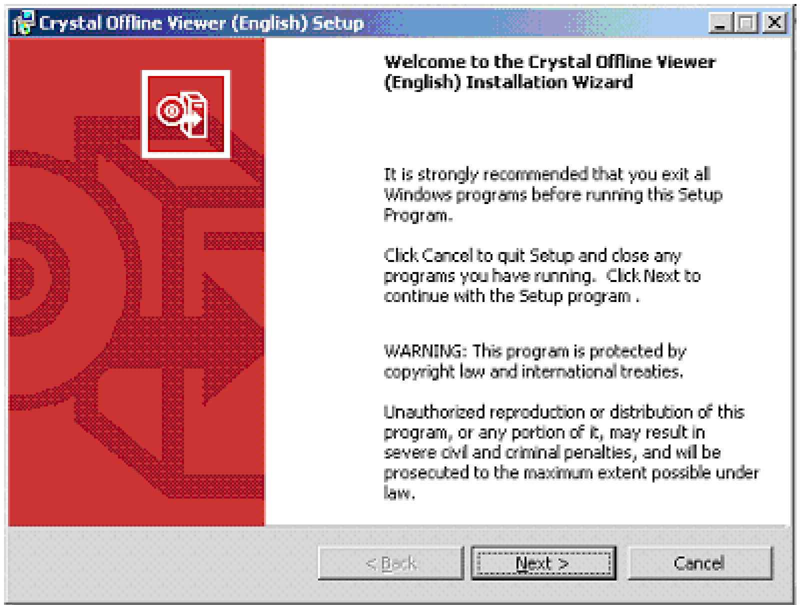
The following dialog box appears. Choose where you want to save the Crystal Offline Viewer Setup program (cvwsetup.exe) then click **Save**.



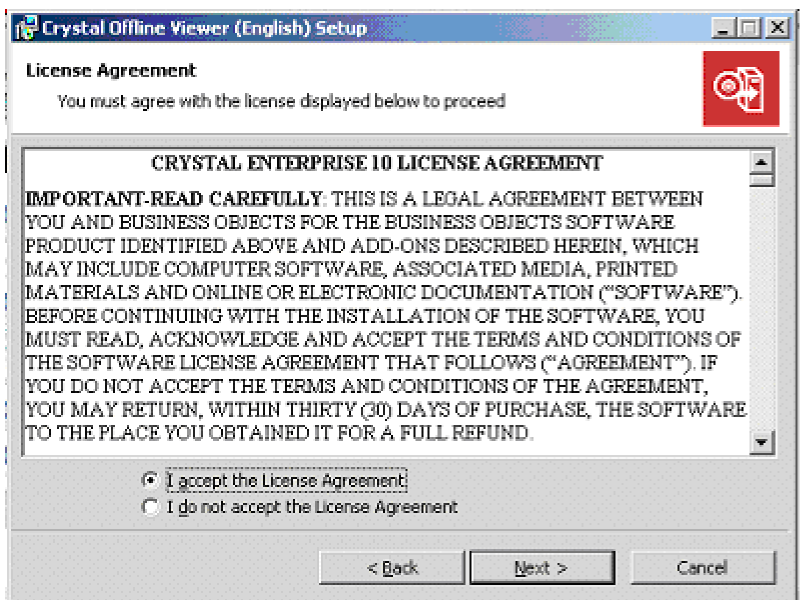
After the download is complete. Click **Open**. You may also close this dialog box and go to the cvwsetup.exe file and double click on the file.



The Wise Installation Wizard appears. Then the following Crystal Offline Viewer Setup Screen will launch. If you receive a security warning, click **Yes** to continue the installation.



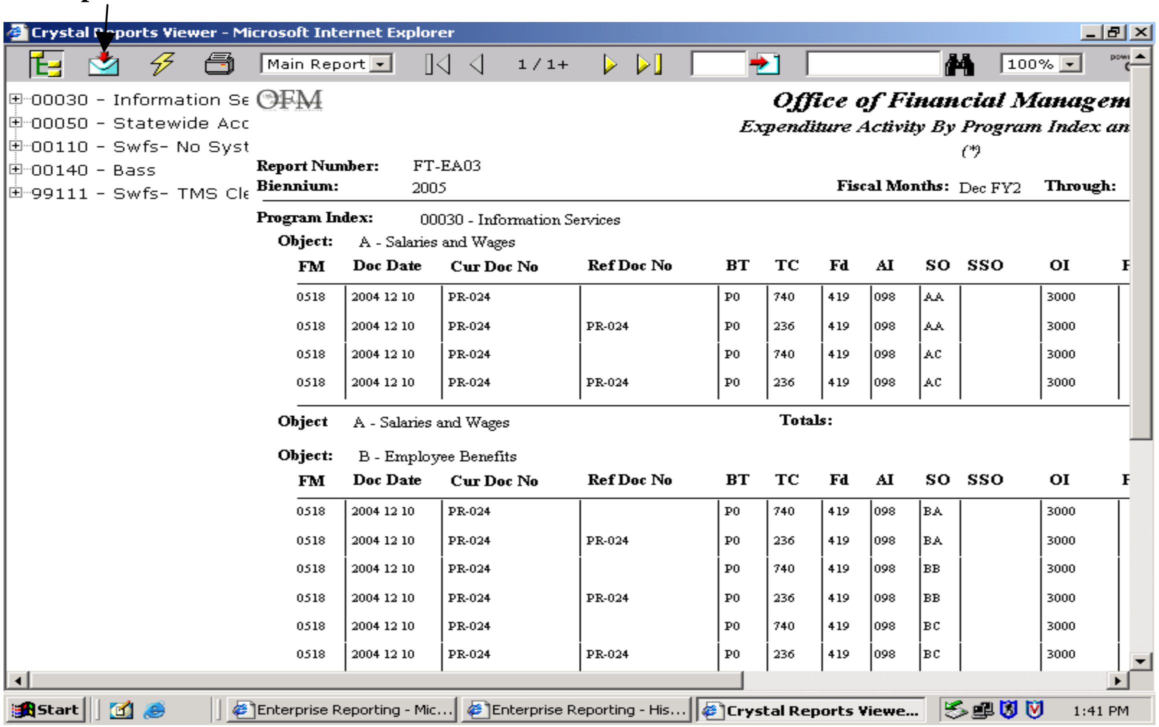
Click **Next** then choose "I accept the License Agreement" from the following dialog box. Then follow the instructions on your screen accepting the default values when possible.



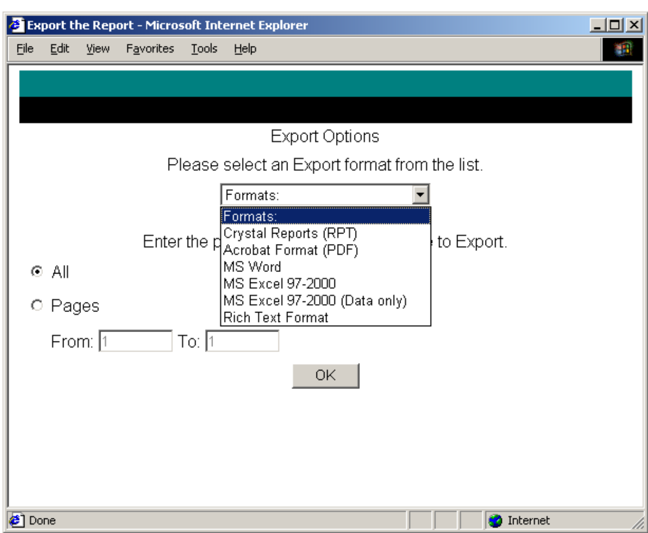
When the installation is done, click **Finish**.

Exporting a Report to View with Crystal Offline Viewer

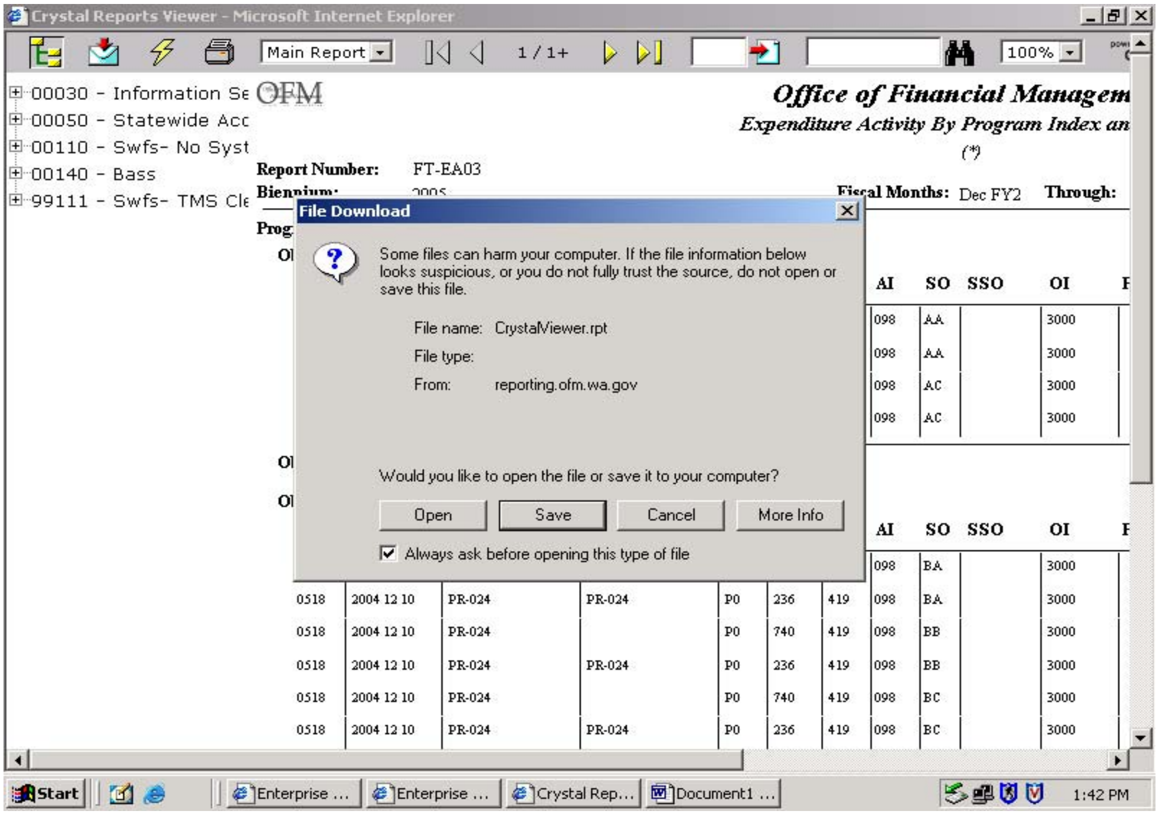
Before a report can be viewed using the Crystal Offline Viewer, the report must first be exported from CE10 to a "Crystal Report" format. View the report you wish from the regular default viewer and click on the **Export** icon.



The following Export Dialog Box will appear. Choose the "Crystal Report (RPT)" format and "All", then click **OK**.



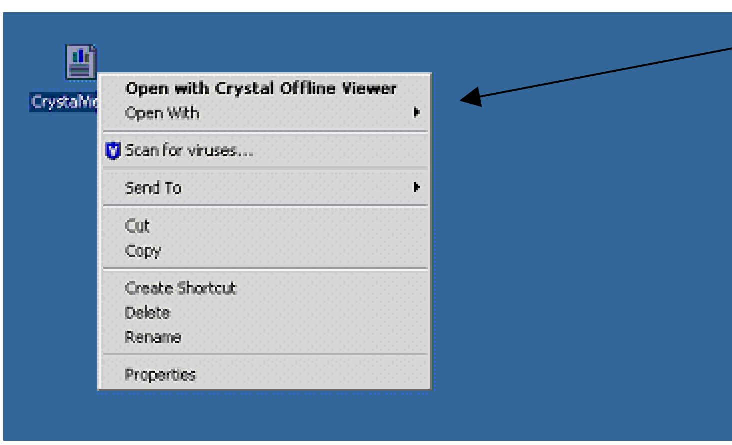
The File Download screen will appear. Click **Save** then choose a file name and where you want to save the report.



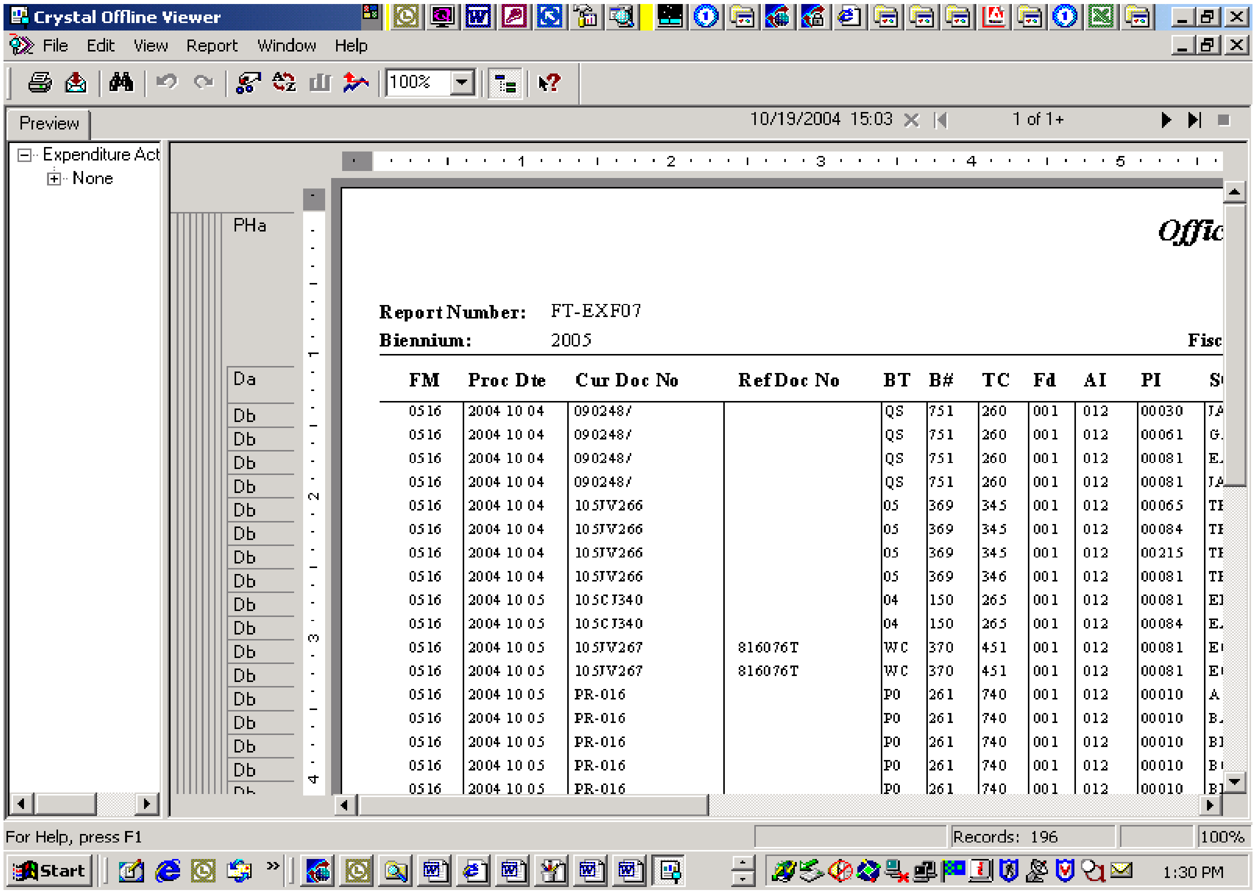
When the download is complete, close the Download Dialog Box.

Viewing Reports with Crystal Offline Viewer

To view a Crystal Report (.RPT format), right click on the report you saved above and choose **Open with Crystal Offline Viewer**.



The Crystal Offline Viewer will launch, as illustrated below.



Using Select Expert in Crystal Offline Viewer

Select Expert is only available in the Crystal Offline Viewer. The function is similar to what was available in the Seagate Info 7.5 ActiveX Viewer. To select a specific group of records from an original report:

1. Click the **Select Expert** button  on the Crystal Offline Viewer toolbar.
   The Choose Fields dialog box opens, listing report and database fields in a pull-down list.
2. Click on the report or database **field** that you want your record selection to be based on and click **OK**, or if you want to see sample data from the database for that field, click **Browse**.

   NOTE: Field names that end with "selected" are those fields you selected from the Schedule Parameter screen and appear in the header of your report. Choosing these fields in the Select Expert will result in a blank report. You can ensure successful searches by selecting fields that are equivalent to the column headings in your report.
3. Once you are satisfied with the field you want to use for record selection, **select** it and click **OK**.
   The Select Expert will appear with a tab for that field.

Once you have chosen a field to select on, you will see an initial pull-down list with the default **is any value**. Scrolling the list will reveal all the comparisons you can use to select records. You will use this list to choose the comparison operation you want to use for your record selection.

A table at the bottom of this section explains the different comparison operators that may appear in this list.

4. Select a **comparison operator** from the initial pull-down list.
   A second pull-down list (varied based on the type of field you have chosen for record selection) will appear.

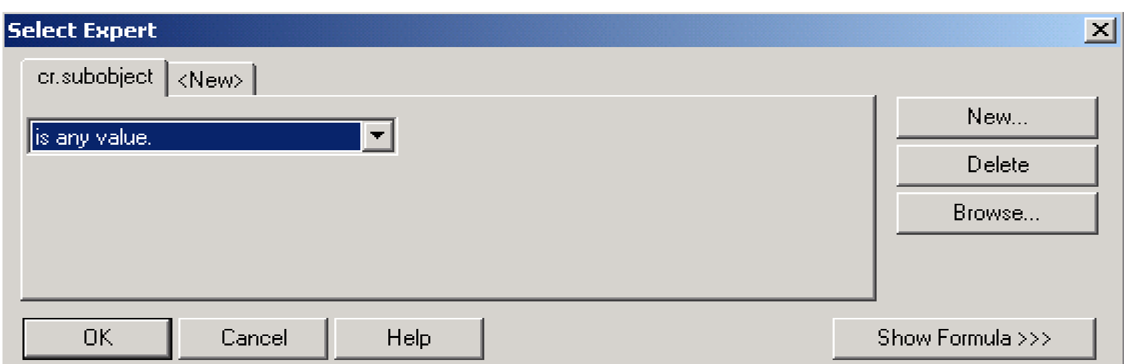
   If you have chosen a comparison operator that only compares to one item, (such as **equal to**, **less than**, or **greater than**), a second pull-down list will appear. If you have chosen an operator that can compare to multiple items (such as **is one of**, **starts with**, or **is like**), the second pull-down list will appear along with a multiple-item box that will allow you to choose more than one code. Add and remove items from the multiple-item box by clicking the **Add** and **Del** buttons that appear next to the box.

   NOTE: Viewing each page of your report prior to using the Select Expert populates this pull-down list. If you have not viewed all the pages and the list is incomplete, you may type in your choice free form.

   A "No Data Returned" response may be received when using the **equal** comparison operator in conjunction with an unusually long vendor name from the pull-down list. This occurs when the width of the vendor name field within FASTRACK is not wide enough to display the same value contained in the stored procedures of the report. If this situation occurs, try using the **starts with** comparison operator instead of **equal**. Key in the first few characters of the vendor name in the pull-down box and click the OK button. Data should now be returned for the vendor. If more than one vendor starts with the same characters, all possible vendors will be returned.
5. Select a **report value** from the second pull-down list. The Select Expert does not limit you to comparing just one field. You may create as many tabs and comparisons as you need by clicking on the <new> tab above the pull-down lists and then repeating steps 3 through 6 until you have completed the compound selection of coding you wish to filter by.
6. Once you are satisfied with your selection(s), click **OK**.
   Your report with a subset of data based on your selected search criteria is displayed.
7. To go back to your original report, simply reopen the **Select Expert** and change the comparison operator field to **is any value**, and then click **OK**. This will reverse the selection criteria you have chosen and redisplay your original report.

NOTE: When using the Select Expert to run a sub report with specific criteria, each subsequent subset created will go against the latest sub report data and not the original report.

The beginning and ending balances do not change for the report with a subset of data. Your report will still reflect the balances of the original report. However, the period activity total will be adjusted based on the criteria from the Select Expert. If the report is required to reflect specific criteria for all the beginning and ending balances, the report must be re-run.



Select Expert Comparison Operators

Operator	Description
Any Value	This is the same as having no selection criteria at all. **Is Any Value** means it doesn't matter what is in the field—all records will be included in the report.
Equal To	The field must be exactly equal to what you specify.
One Of	You can specify more than one item to compare to by adding multiple comparison items to a list. If the field is exactly equal to any of them, the record will be included.
Less Than	The field must be less than the item you are comparing to. If you are comparing numbers, the field must be smaller numerically. If you are comparing dates, the field must be an earlier date. If you are comparing strings, the field must be lower in the alphabet.
Greater Than	The field must be greater than the item you are comparing to. If you are comparing numbers, the field must be larger numerically. If you are comparing dates, the field must be a later date. If you are comparing strings, the field must be higher in the alphabet.
Between	Allows you to select two items to create a comparison range. The field must be between, or equal to, the two items. The same type of comparison is used as with less than and greater than: numbers compare numerically, dates compare chronologically, and strings compare alphabetically.
Starts With	Allows you to specify "leading" characters to compare to. If the first characters in the field equal the specified characters, the record will be returned.
Like	You can look for partial text matches using wildcard characters to search for records that contain particular characters or groups of characters. When you specify your comparisons, you can use a question mark to indicate that one character in the field at that position can contain anything. You can use an asterisk to indicate that the rest of the field from that point on can contain anything.

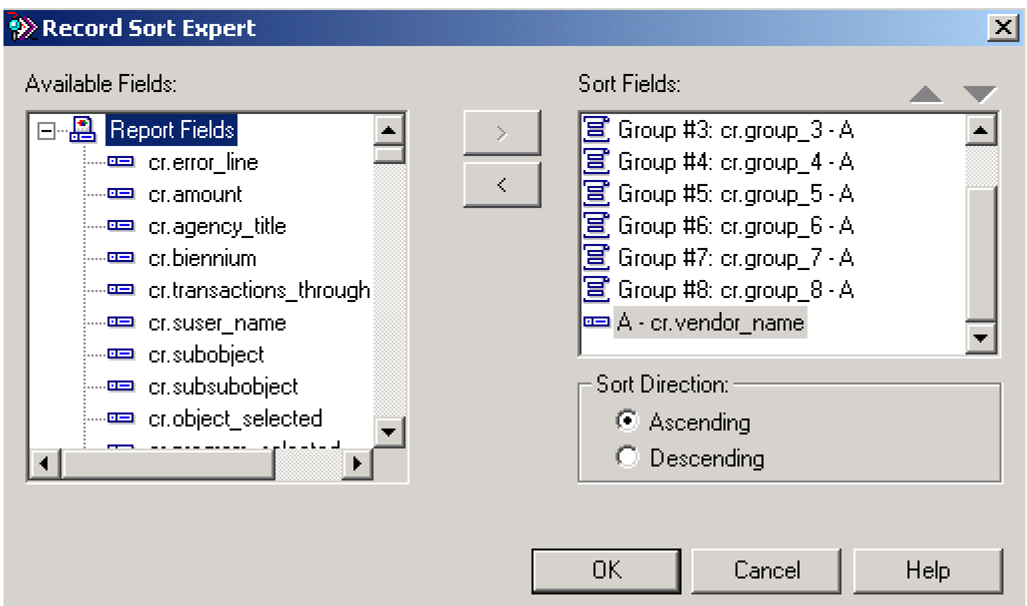
Using Sort Order in Crystal Offline Viewer

Sort Order is a feature available with Crystal Offline Viewer. It allows users to sort data within each column on the report. To sort a specific field:

1. Click the **Sort Order** button  on the Crystal Offline Viewer toolbar.

   The Record Sort Expert dialog box opens, listing the Available and Sort Fields.
2. Under the **Available** Fields list, scroll down and find the report **field** to be sorted and use the **right arrow** > key to move the field name over to the Sort Fields. The selected field will be added to the **Sort** Fields List.

   NOTE: Field names that end with "selected" are those fields you selected from the Schedule Parameter screen and appear in the header of your report. You only want to choose the field name that does not end with "selected" and has a column heading in your report to perform the Sort function.
3. Once you are satisfied with the field you want to sort, specify the **Sort Direction** for this field, either **Ascending** or **Descending** order, then click **OK**.
4. If sorting by more than one field, select the second field you want the data to be sorted by and add it to the **Sort** Fields list.
   Tip: The **order** of the fields listed in the Sort Fields box is the order by which data is **sorted**.
5. As you add each field to the Sort Fields list, specify the **Sort Direction**.
6. Click **OK**. Records are sorted based on the values in the Sort Fields list.



Searching a Report Instance

The new Search functionality in the History Page allows the users to filter report instances by Status, User ID and Date. The users may choose a value from the drop down box or enter a value in the free-form box then click "Go" or press "Enter" to see the desired report instances.

The History Page contains three filters for searching the report instances. It will default to the User's own report instances with All Statuses and All Dates when the user goes to the initial History Page.

- The **Status** filter is a drop down box containing all the possible statuses of a report instance such as Success, Failed, Paused, Pending, Recurring, Running, and All Statuses. The Status value will be defaulted to "All Statuses" when the user goes to a History Page. The user may choose a different status from the drop down box to limit the report instances to that specific status.
- The **User** filter is a free-form box for users to enter a particular User ID under the "Run By" column. The value will be defaulted to the User ID who logs into the system. The User ID can be entered as an exact value or a partial value. If the user enters the exact value, the system will return all the report instances faster than a partial value. A "*" may be used for a partial search in front, after or both of the values entered in the User box. For example, to filter all reports for Agency 105, enter "*105" in the User Box and press Enter. If "All" or blank is entered in the User box, the system will return all report instances run by all users for the "Status" and "Date" filters that were entered.
- The **Date** filter is a free-form box for users to enter a specific month/date/year (MM/DD/YYYY) to get a list of all the report instances for that date with the specified "Status" and "User" filters entered by the user. The complete MM/DD/YYYY format is required. No partial date value will be accepted. The value will be defaulted to "All" for all reports run for the user who logs into the system.

Deleting, Pausing and Resume Report Instance(s)

With CE10, you may delete, pause or resume more than one report at a time. Use the Delete, Pause, and Resume buttons in the History page to delete a *Success, Pending, Running, Failed* report instances, to pause a *Recurring* report, or to resume a *Paused* report instance. Choose a report instance or a group of report instances from the "Selected" column and click the Delete, Pause, or Resume button.

Printing Reports

For the DHTML viewer, two options for printing reports are available: Active X printing control and Acrobat Reader printing control, described below. You select the desired option from the Crystal Report Preferences menu described previously on page 13. To print a report, click on the report's Instance Time to display the report in the viewer.

The ActiveX Printing Control needs to be downloaded in your workstation to print a report. If the customers don't have the administrative rights to complete the download, please consult with your Agency Information Technology (IT) Support Staff.

Downloading the ActiveX Printing Control

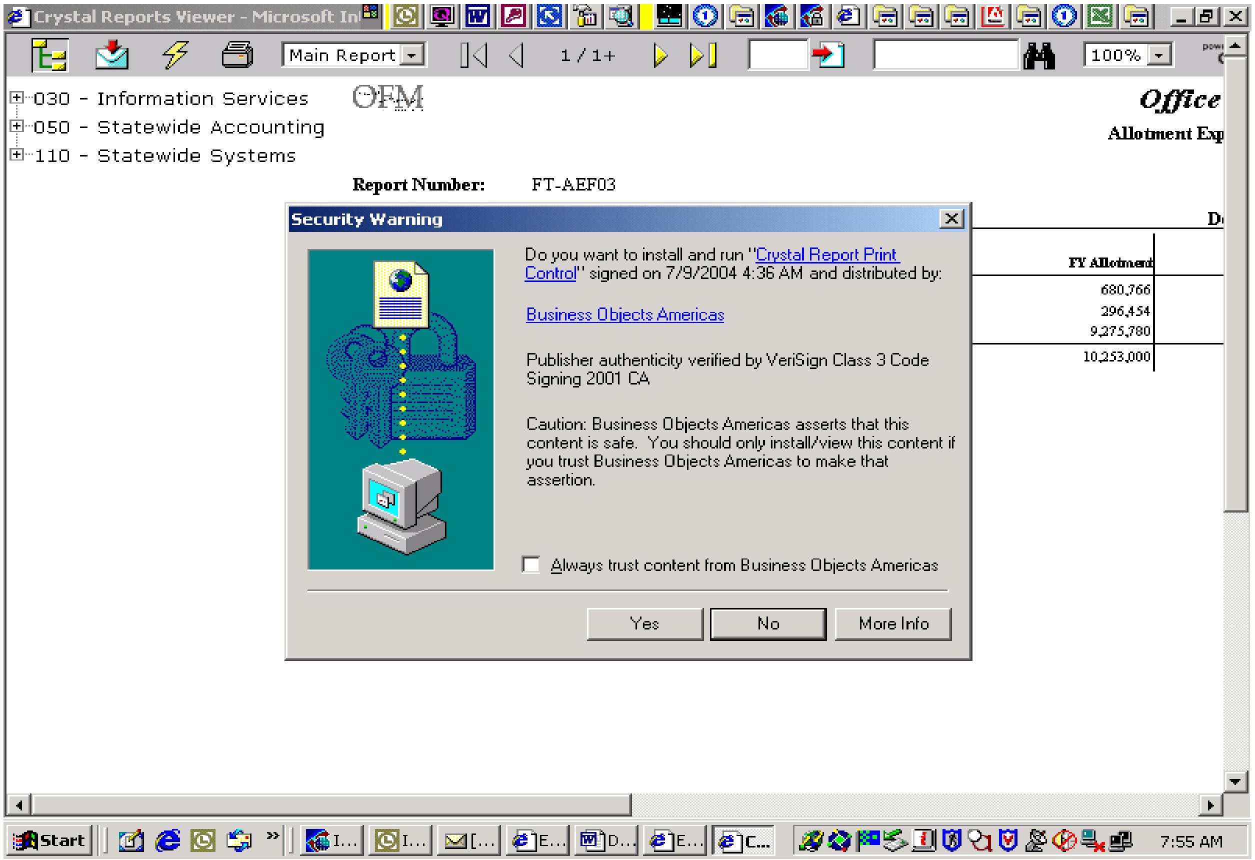
Your IT staff will login to your workstation.

You then can login to the Enterprise Reporting CE10 Web Site.

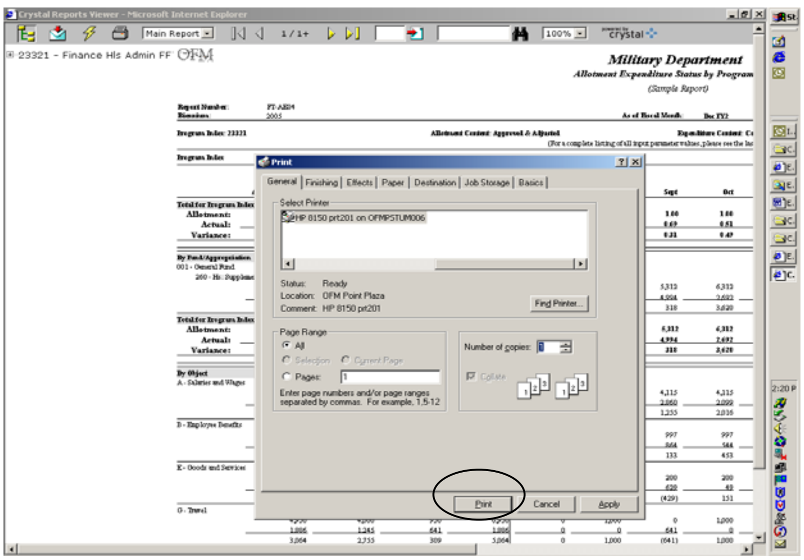
Go to the History Page to view a report that you have scheduled. If this is your first time logging into CE10 and don't have any report scheduled yet, you may type in ***105** (the last digit could be your agency number) in the User Name field on the History Page and press **Enter**. It will bring up any reports that other customers run in your agency. Click the Instance Time of one of the Crystal Report to view it.

Click the Print icon to print the report. The following screen will appear.

Click **Yes** to complete the download. A print dialog box will appear for you to proceed with your printing.



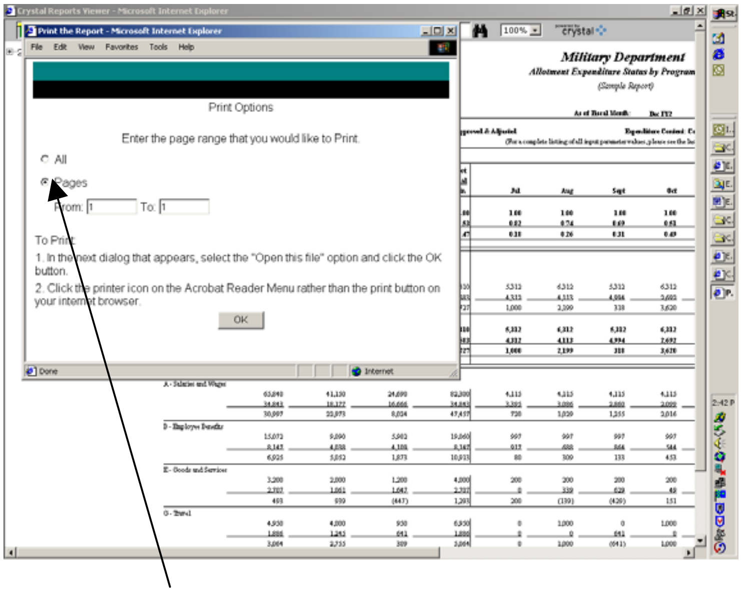
The ActiveX printing control option provides the ability to print the report directly from the viewer when the Print option is selected. If this control has been installed in your computer, the print dialog box illustrated below will display.



Click on **Print** to print the entire report. You may change the page range before printing, if needed.

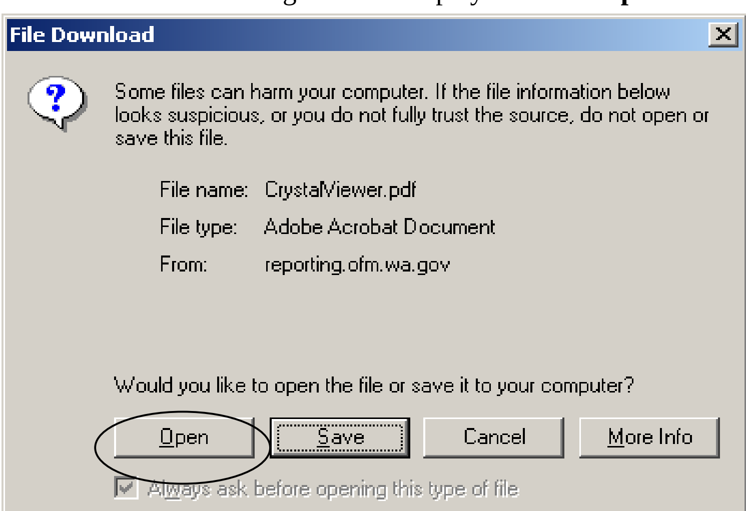
Adobe Reader Printing Control

The Acrobat Reader printing control provides the ability to print the report from the Adobe Acrobat application. When the print option is selected from the viewer, the print dialog box illustrated below displays. Click on **OK**.

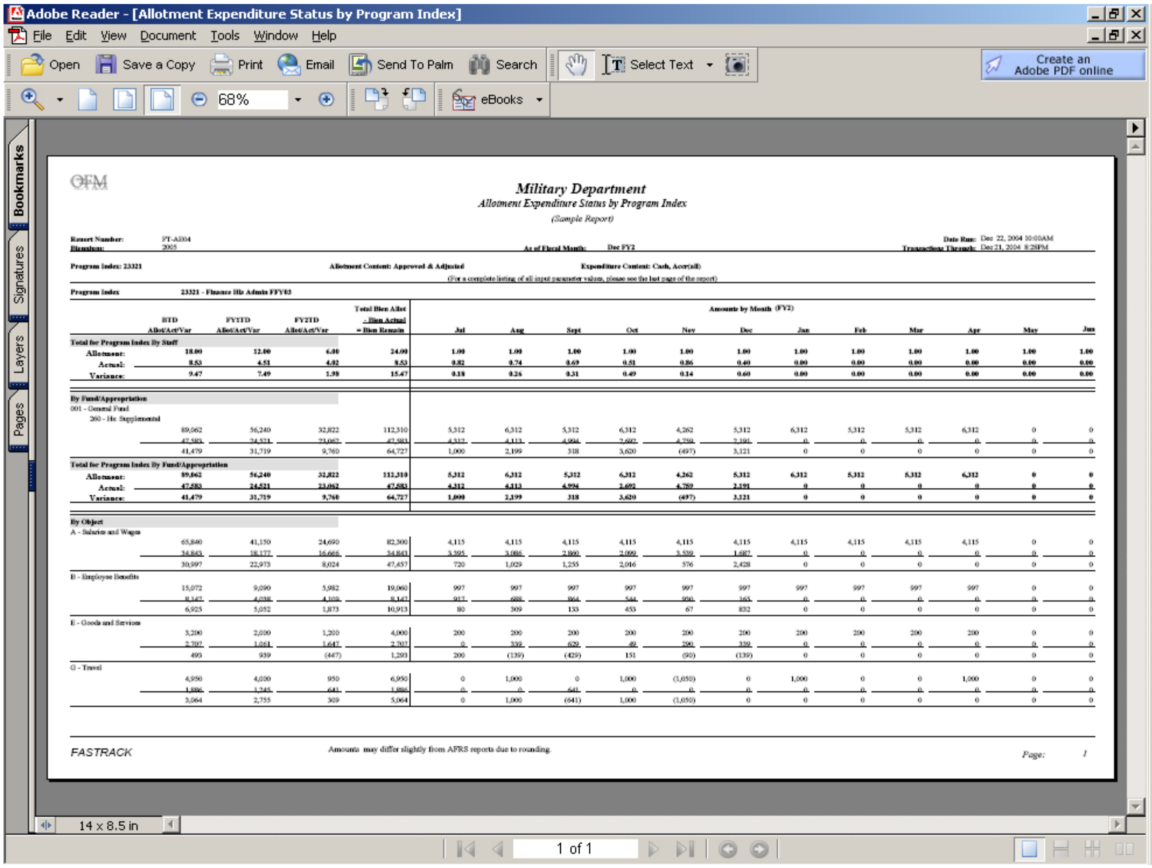


NOTE: The default is set to **print only 1 page**. Please remember to change it to "All" before clicking **OK** to advance with the Adobe printing option. Otherwise, your report will only print the first page. From the preliminary technical analysis, this seems to be a rather difficult task to change the default setting to print all pages.

The File Download dialog box will display. Click on **Open**.



The report will open in Adobe Reader, illustrated below. You can then print the report. One advantage of this print option is reports formatted for legal-size paper will print on letter-size paper. **NOTE:** For better performance, we recommend exporting reports longer than 50 pages to a PDF file and printing it from Adobe Reader.



Exporting Reports

This section provides instructions on how to export reports to a file format different than the report's default format using the DHTML viewer. The CE10 interface provides you with the following file format export types:

Crystal Report (.rpt)

Adobe Acrobat (.pdf)

Microsoft Word (.doc)

Microsoft Excel 97-2000 (.xls)

Microsoft Excel 97-2000 (Data Only)

Rich Text Format (.rtf)

NOTE: When you export a report to a file format other than the report's default format (usually Crystal Report), you may lose some or all of the formatting that appears in the original report. The application attempts to preserve as much of the formatting as the export format allows.

The export feature now provides the ability to specify which pages to export. You can choose to export all pages or a range of pages. Please note that the only two formats that don't have the option to export a range of pages are Crystal Report and Microsoft Excel 97-2000 (Data Only).

Technical support will be provided for the most commonly used formats: Acrobat PDF and MS Excel spreadsheet. MS Excel-Data Only is a new format type available in this version. The MS Word and Rich Text Format types are available for your use, but limited support will be available for them.

NOTE: For better performance, we recommend exporting reports longer than 50 pages to a PDF file and printing it from Adobe Reader.

The difference between the MS Excel 97-2000 and MS Excel-Data only formats are as follows:

MS Excel attempts to preserve the look and feel of the original report. It will export the report with page headers and the report body. However, some data fields may span two or more columns.

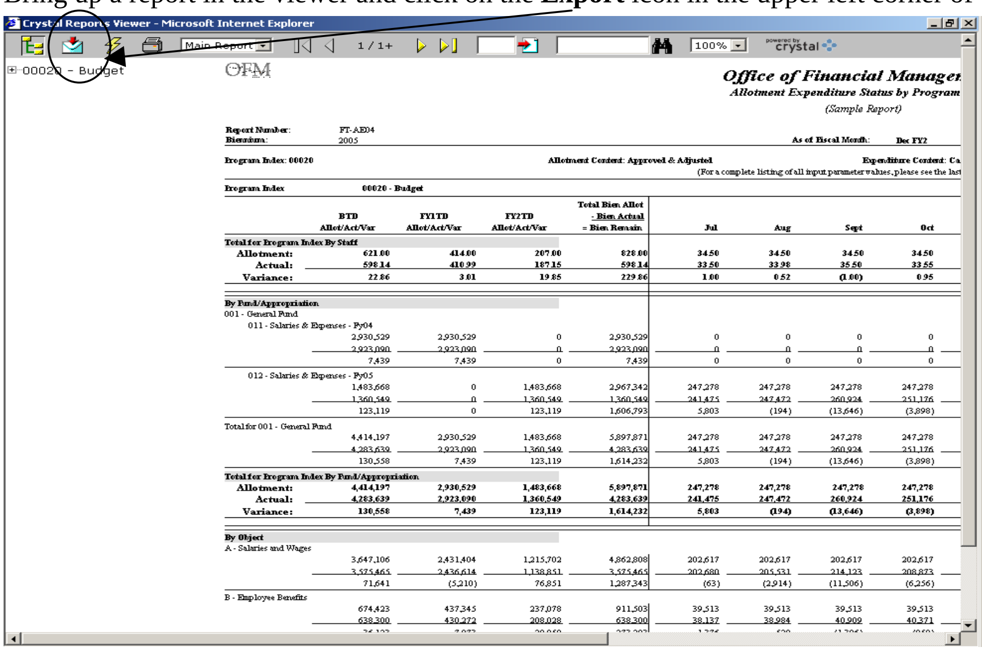
An improvement in this version for MS Excel is group headers on the second and subsequent pages will now display.

The Excel-Data Only format exports the report body, including group headers, detail lines, and group footers. This facilitates the ability to manipulate report data after exporting.

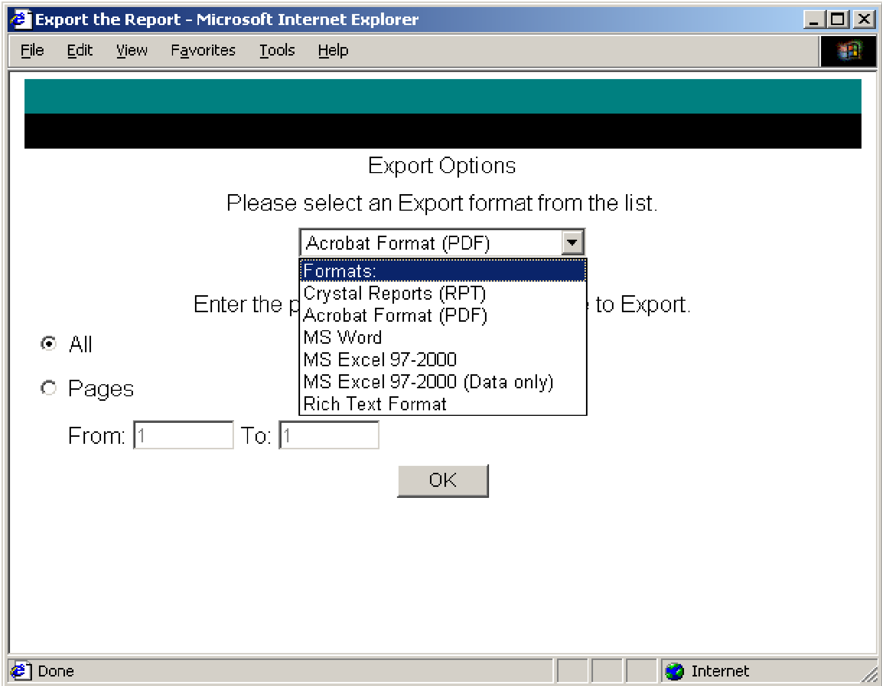
When exporting reports in the Allotment Expenditure categories, use the MS Excel format to retain good format integrity. For reports in the Expenditure Activity categories, use the MS Excel format if you wish to retain the original report format with page headers and footers intact. Use the MS Excel-Data Only format if you need to manipulate the data after exporting.

To export a report, follow the steps below.

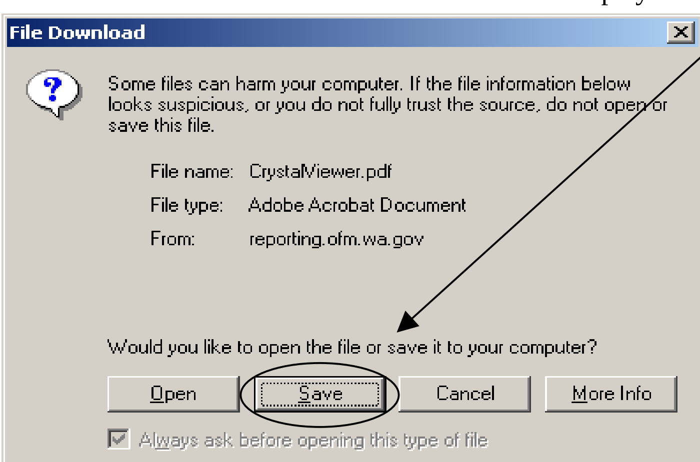
Bring up a report in the viewer and click on the **Export** icon in the upper left corner of the viewer toolbar.



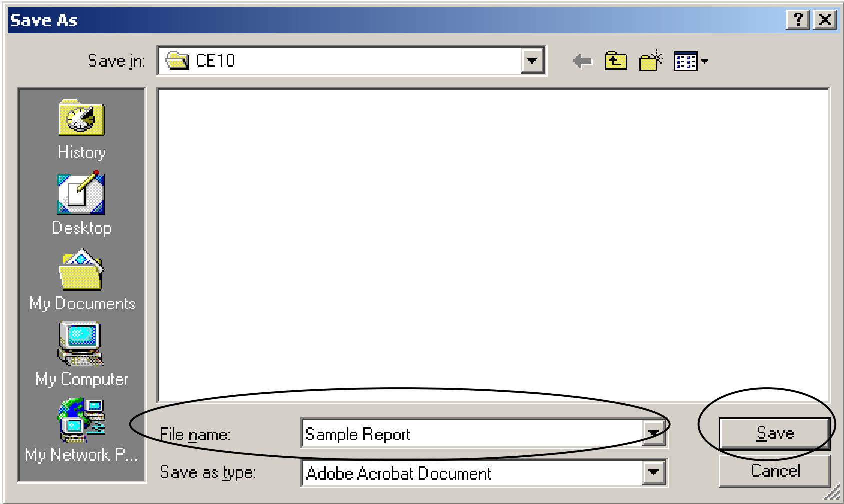
The Export Report dialog will display. Select the appropriate format type and page range. Then click on **OK**.



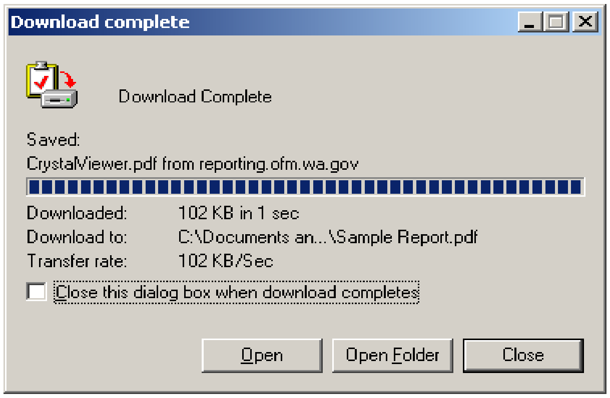
The File Download window illustrated below will display. Click on **Save**.



An Exporting Report dialog box will appear. Navigate to the desired file location and enter a file name, then click on **Save**.

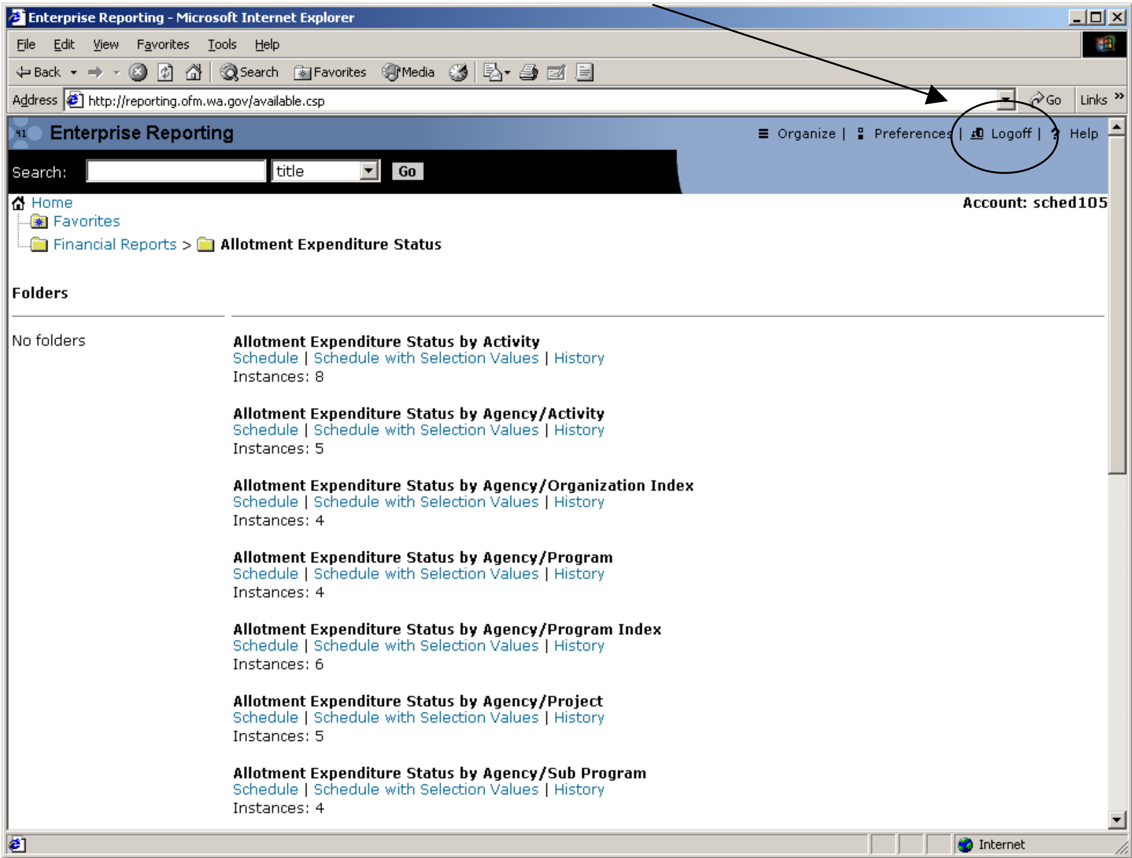


After the file has been successfully downloaded, the window illustrated below will display. You may choose **Open** to open the file immediately, or select **Close** and open the file in the appropriate application.



Logging Off

To log off, return to the Home screen and click on **Logoff** in the upper right corner.



***NOTE**: Your session will automatically time out if you are logged on for more than 20 minutes, but you do not select a menu option (such as pressing **Add** on the parameter screen) or navigate to a different screen. A message will be displayed notifying you that your session is no longer valid. You will have to log off and log back on. This rule is necessary because of the application's licensing requirements.*

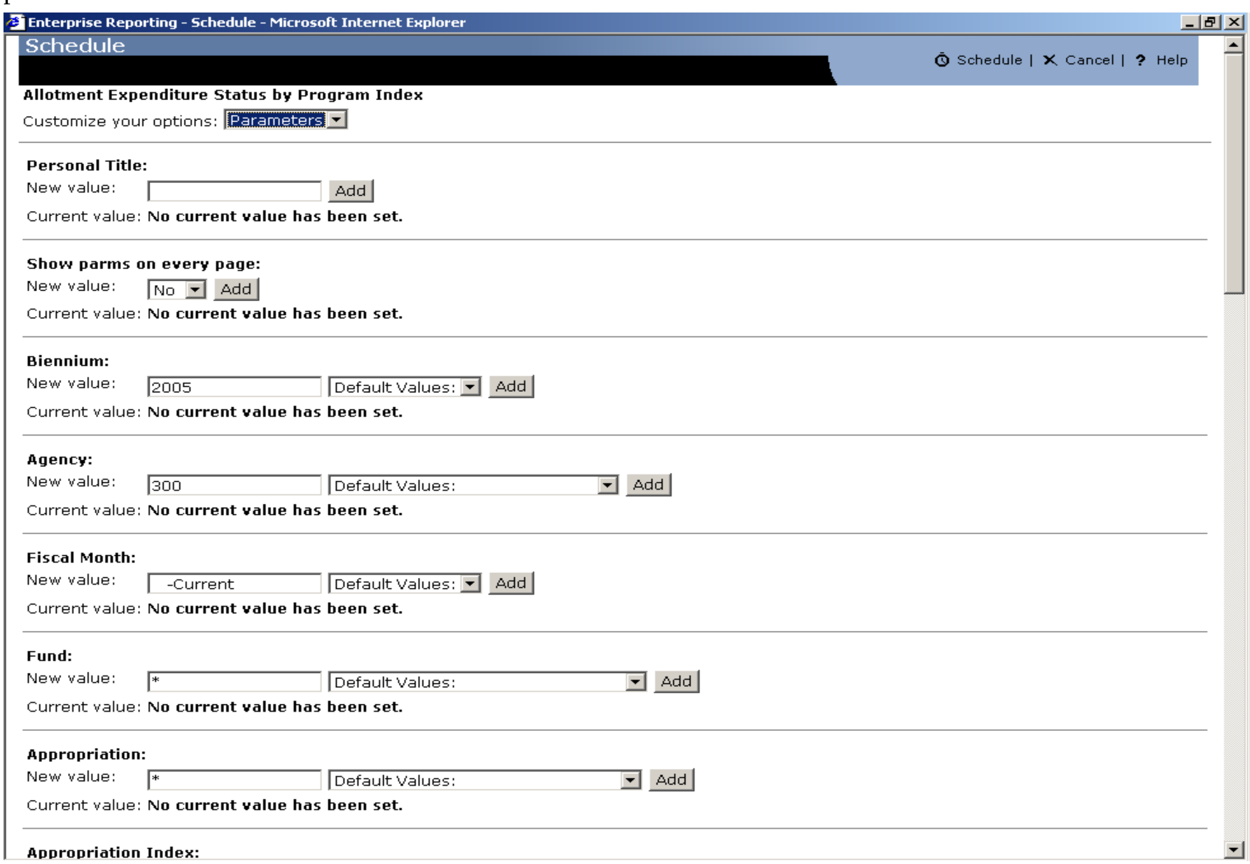
Appendix A

Financial Reports - Multiple Value Selection

The multiple value selection features in Enterprise Reporting support the input of more than one account code value (up to 250 characters per parameter) in the free-form text field. This feature may be used with both hierarchical as well as non-hierarchical account coding.

The reject criteria feature identifies data to be excluded from the parameter selection. When used together, the multiple value selection and reject criteria features provide you with increased flexibility in developing reports. Lists, ranges (or a combination of both), and wild card characters can be used with multiple value selections and reject criteria. These features are available for most of the Enterprise Reporting selection parameters by using the free-form text fields for manual entry.

The possibility for error increases if the format and editing rules for free-form input are not followed. As a general guide, always follow the format from the pre-defined pick list menus on the Schedule Parameter Screen. The Enterprise Reporting specifics section outlines those rules to ensure error free results. There are separate editing rules for hierarchical values, non-hierarchical values, reject criteria, as well as for the remaining pick list parameters.



Editing Rules for Non-Hierarchical Account Codes

This section describes the input format editing rules for non-hierarchical pick list parameters.
The following represents some of the standard non-hierarchical account codes and their parameter length.

Parameter Name	***Parameter Length***	***Valid Code Sample***
Program Function	2	10
Program	3	010
Program Index	5	E1234
Division	2	40
Organization Index	4	4123
Project	4	9999
Appropriation	3	011
Appropriation Type	1	1
Appropriation Index	3	020
Fund	3	001
Object	1	E
Sub Object	2	EA
Major Group	2	03
GL Account	4	6510

You may input a specific code representing the desired data value. The value must contain the appropriate number of characters for the referenced parameter as shown above. You should also verify that codes entered are valid for your agency.

You may also input more than one specific value with the non-hierarchical account codes using either one or a combination of the following delimiters:

> "*****" for **wild card** – represents a sequence of one or more of any characters in this code. The wild card cannot be used in ranges.
>
> "**?**" for **replacement character** – represents any single character in this code. When used as part of a range specification, the interpretation of the **"**?**"** replacement character is as follows:
>
> > Any "**?**" characters found in the lower boundary specification are changed to "**0**" (zero) – the lowest possible alphanumeric character. See example in the next section.
> >
> > Any "**?**" characters found in the higher boundary specification are changed to "**Z**" – the highest possible alphanumeric character. See example in the next section.
>
> "**-**" for **a range** – includes the lower and higher values in this code.
>
> "**,**" for **a list** – combines any or all of the above supported input coding formats into a compound specification by separating each code with a comma.
>
> "~" for **a blank** code value – requests data containing all blanks in the desired column. A blank value or "**0000**" in AFRS is translated to "~" or described as "non-specified" in FASTRACK. A single tilde is used regardless of the length of the desired column.
>
> "**[]**" for **reject** – values within the brackets will be excluded from the report.

Tip: *Free-form parameter fields have a maximum length constraint of 250 characters. Spaces are not needed for delimiters.*

Following are examples of **valid** uses of non-hierarchical **wild card** (*****) / **replacement** (**?**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
*	All Funds
?6*	Any Fund with 2nd character = "6"
6??	Any Fund with 1st character = "6"
6*	Any Fund beginning with "6"
Program Index Examples:	
?????	All Program Indexes
1?3*	Any Program Index with 1st character = "1" and 3rd character = "3"
*12?	Any Program Index with 3rd character = "1" and 4th character = "2"
*2	Any Program Index with last character = "2"

Following are examples of **invalid** uses of non-hierarchical **wild card** (*****) / **replacement** (**?**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
5?	Not enough characters
*345	Too many characters
*34?	Too many characters
Program Index Examples:	
????	Not enough characters
*1234?	Too many characters
12345*	Too many characters

Following are examples of **valid** uses of non-hierarchical **ranges** (**-**) / **replacement** (**?**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
001-101	Any Funds between "001" and "101"
200-210	Any Funds between "200" and "210"
2??-3??	Any Funds between "200" and "3ZZ"
Program Index Examples:	
23500-23599	Any Program Indexes between "23500" and "23599"
235?0-2??99	Any Program Indexes between "23500" and "2ZZ99"

Following are examples of **invalid** uses of non-hierarchical **ranges** (**-**) / **replacement** (**?**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
001-10	High boundary has too few characters
2100-210	Low boundary has too many characters
-001	Missing low boundary
Program Index Examples:	
23500-99	High boundary has too few characters
23500-	Missing high boundary
Fund Examples:	
001-1??0	High boundary too many characters
*-001	Cannot use "*" wild card in range
Program Index Examples:	
23500-90??	High boundary too few characters
23500-236*	Cannot use "*" wild card in range

Following are examples of **valid** uses of non-hierarchical **list** (**,**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
001,01P,025	Funds “001”, “01P”, and “025”
108,290,422,547	Funds “108”, “290”, “422”, and “547”
Program Index Examples:	
23500,23599	Program Indexes “23500” and “23599”
E1234,A2345,C3456	Program Indexes “E1234”, “A2345”, and “C3456”

Following are examples of **invalid** uses of non-hierarchical **list** (**,**) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
001,01P 025 547	Comma not included between some values
100-210	Range not list
Program Index Examples:	
23500235012350323505	Missing comma between all values
23500’25800’28741-	Incorrect separator between values

Following are examples of **valid** uses of non-hierarchical **blank code** (**~**) input specifications:

Valid Inputs	***Description of data returned***
Fund Examples:	
~	All blank code Programs
Program Index Examples:	
~	All blank code Program Indexes

Following are examples of **invalid** uses of non-hierarchical **blank code** (~) input specifications:

Invalid Inputs	***Reason***
Fund Examples:	
0~1,01~	Tilde should be used as standalone
Program Index Examples:	
23~~0,C3~01,23~~~	Tilde should be used as standalone

Editing Rules for Hierarchical Account Codes

When making hierarchical data selections, you may either make your code selection from the drop-down list or enter your selection in the free-form text field at the lowest level of the hierarchy being used to filter your data. The codes for each level of the hierarchy are separated from the other levels of the hierarchy with the "/" character. For example, if you wanted to filter your data at the Activity level, you would use the Activity selection parameter. The *Program* and *Sub Program* portion of the hierarchy are included in that selection. It is not necessary to make any selection in the *Program* or *Sub Program* parameter.

Please note that if there is any value selected for the higher level of hierarchy account code the lowest level of hierarchy in the account code will override the higher levels. For example, if you selected *Program 010* and *Program Index A1**, the *Program Index* would override the *Program*. You would get *Program Index* starting with *A1* instead of all of *Program 010*.

Following are examples of standard hierarchical account codes and their parameter length:

Account Code	***Parameter Length***	***Valid Code Samples***
Sub Program	2	010/02
Activity	2	010/02/01
Sub Activity	2	010/02/01/03
Task	2	010/02/01/03/04
Branch	2	01/02/
Section	2	01/02/03
Unit	2	01/02/03/04
Cost Center	2	01/02/03/04/05

Account Code	Parameter Length	Valid Code Samples
Sub Project	2	0112/02
Project Phase	2	0112/02/03
Sub Sub Object	4	EA/0110
Major Source	2	03/17
Sub Source	6	03/01/223344
Subsidiary Account	6	5154/105000

The input formats allowed at each level of the hierarchy are limited to one of the following three formats:

- A single code
- The "~" (tilde) character to specify a blank code
- A wild card / replacement character specification for a single code "*" or "?"

Following are examples of **valid** uses of hierarchical input specifications:

Valid Inputs	***Description of data returned***
Sub Program Examples:	
010/02	Program = "010" AND Sub Program = "02"
*/02	Any Program AND Sub Program = "02"
010/~	Program = "010" AND Sub Program = "Blank Code"
Section Examples:	
10/30/55	Division = "10" AND Branch = "30" AND Section = "55"
50/*/~	Division = "50" AND Any Branch AND Section = "Blank Code"

Following are examples of **invalid** uses of hierarchical input specifications:

Invalid Inputs	***Reason***
Sub Program Examples:	
010	Too few levels
010/02/345	Too many levels
010/020	Value input for Sub Program level "020" is too long
Unit Examples:	
10/20/30/40-10/20	Hierarchy incomplete in the high boundary
40/3?-45/20/10/30	Hierarchy incomplete in the low boundary

Editing Rules for Reject Criteria

This section describes the input format editing rules for the *Reject* criteria with hierarchical pick list parameters. Using the reject criteria function allows rejection of data. The rules below should be followed when using this feature:

1 Use Brackets "**[]**" to define the data to be rejected.

2 Use only one set of brackets per parameter.

3 *Reject* is valid only at the end of each parameter.

4 Separate selections by using a comma.

5 List (**,**), ranges (**-**), wild card (*****), and replacement characters (**?**) are allowed within the brackets, however the wild card "*****" is not supported within a range.

Editing rules for multiple selections within the brackets are the same as regular selection criteria.

Following are examples of several valid input specifications with the *Reject* criteria. An explanation is provided with each example, detailing the data returned based on the specification:

Pick List Parameters	***Valid Inputs***	***Description of data returned***
Project Phase	0020/02/??- 0030/04/??,[0020/02/03]	Any Project / Sub Project / Project Phase between 0020/02/00 and 0030/04/ZZ except for 0020/02/03
Project	999?,[999Z]	All Projects that start with "999" except for Project 999Z
Program	010-080,[060,070]	Programs 010 through 080 except Programs 060 and 070
	010-080,[050-070]	Programs 010 through 080 except Programs 050 through 070
	010/02-010/05,[010/04]	Program 010 with Sub Programs 02 through 05 except Sub Program 04
Program Index	C*-F????,[E*]	All Program Indexes beginning with "C" through all Program Indexes that begin with "F" excluding all Program Indexes that begin with "E"
Organization Index	A420-B500,[~]	Organization Indexes A420 through B500 except for any blank coded Organization Indexes

Following are examples of several **invalid** input specifications with the *Reject* criteria:

Invalid Inputs	***Reason***
Sub Project:	
0010/02-0020/04,(0020/99)	Invalid reject character. Must be square brackets.
0010/02-0020/04,[0020/77],[0020/99]	Too many brackets. Only one set of square brackets is allowed.
Fund:	
001-500,[300],600-900	Brackets are only valid at the end of the parameter.
[057],001,035	Brackets are only valid at the end of the parameter.
Program:	
010-080,[0200]	Too many characters in reject criteria.
010-0800,[020]	Too many characters in high boundary.
Organization Index:	
D300-D400[D350]	Comma missing before reject selection.
D300-D400,[[D350]]	Invalid character for Reject. Must be a single set of square brackets.
Program Index:	
F1200-F3200,[F1500-F19*]	Cannot use wildcard in range.

Following is an example of a compound list of fund specification:
001,030,*4,700-750,~,9??-93?,[725]

The data returned would be report information containing:

Fund = "001"
AND
Fund = "030"
AND
Fund ending with the character "4"
AND
Fund between "700" and "750" inclusive
AND
Fund = "   " (blank code)
AND
Fund between "900" and "93Z" inclusive
AND
Reject Fund 725

Editing Rules for Remaining Pick List Parameters

Vendor Name Input Specifications

Since vendor name data may contain commas or other special characters, only single, literal-value inputs, or inputs with wild cards are supported by the vendor name parameter. Ranges and lists are not supported. You may enter the exact spelling of the entire vendor name or use the wild card (*****) as needed ***either*** in front or ***after*** the vendor name. Please note that using the wild card ***both*** in front ***and*** after the vendor name may cause the report to run longer. If the input vendor name does not match what is in the system, the report will return with "No Data".

Following are examples of **valid** vendor name inputs:

Valid Inputs	*Description of data returned*
Fred Meyer*	All vendor names that start with "Fred Meyer".
*Auto Parts	All vendor names that end with "Auto Parts".
Cuellar	All vendor names that have the characters of "Cuellar" in them. **Note:** Inputting the "*****" in front **and** after the vendor name input may cause the report to run longer. Unless it is absolutely necessary, please limit the wild card to only preceding or following characters.

Number Input Specifications

At this time, there are no pick list parameters for the vendor number / vendor number suffix. When the input specification contains the "/" character, the input is edited and processed as a hierarchical specification—including both vendor number and vendor number suffix. When the input specification does not contain the "/" character, the input is interpreted and processed as a non-hierarchical specification for vendor number without regard to vendor number suffix. The length for vendor number is 10 and the length for vendor number suffix is 2.

> ***Tip:*** *If both vendor name and vendor number are entered in the selection parameters and they do not match, vendor number will override vendor name.*

Following are examples of **valid** vendor number (and vendor number suffix) inputs:

Valid Inputs	***Description of data returned***
1234567890	Vendor number = "1234567890" and any suffix
1234567890/*	Vendor number = "1234567890"and any suffix (functionally the same as previous)
1122334455,6655443322	Vendor number = "1122334455" OR "6655443322" and any of its suffixes
1234567890/10	Vendor number = "1234567890" AND suffix = "10"
?55*	Any vendor number with 2nd and 3rd characters equal to "5"

Following are examples of **invalid** vendor number (and vendor number suffix) inputs:

Invalid Inputs	***Reason***
123456789	Too few characters for vendor number
01234567890	Too many characters for vendor number
0123456789/10,9876543210/99	Too many levels *(cannot combine multiple hierarchy specifications)*
1234567890,0987654321/00-49	Cannot support list of vendor numbers or range of suffixes
*/10,20,30	Cannot support list of suffixes
55*/99	Cannot support this wildcarding in hierarchy
1122334455/020	Too many characters for suffix

Current Document Number / Current Document Number Suffix input specifications

Since the current_doc_num or current_doc_num_suffix data may contain commas or other special characters that we have otherwise reserved, only single, literal-value inputs, or inputs with wildcards are supported by these parameters. **Ranges and multiple-value lists are not supported**.

Reject criteria are also supported as long as the input specification starts with '[' and ends with ']'. Square brackets in any other position will result in an error message being generated.

If the input criteria contains the tilde (~) character, the only allowable input values are '~' or '[~]'. All other input criteria containing the tilde (~) will result in an edit error message being returned

The input value for @picklist_current_doc_num may not be longer than 8 characters without reject criteria, or 10 characters including the beginning and ending reject criteria square brackets.

The input value for @picklist_current_doc_num_suffix may not be longer than 2 characters without reject criteria, or 4 characters including the beginning and ending reject criteria square brackets.

Following are examples of **valid** current document number inputs:

Valid Inputs	*Description of data returned*
12345678	Current document number = “12345678”
12-345	Current document number = “12-345 Note: hyphen is interpreted as a literal
12/34567	Current document number = “12/34567” Note: hyphen is interpreted as a literal
12345	Current document number = “12345”
?55*	Any current document number with 2nd and 3rd characters equal to “5”
123456*	Any current document number beginning with ‘123456’
?55*	Any current document number with 2nd and 3rd characters ‘5’

Following are examples of **invalid** current document number inputs:

Valid Inputs	*Description of data returned*
123456789	Input value longer than 8 characters (w/o reject)
[123456789]	Input value longer than 10 characters (with reject)
123400-123499	Input value longer than 8 characters (w/o reject) Note: hyphen is interpreted as a literal
12?,[128]	Reject criteria must apply to entire input specification

Agency Input Specifications

The Agency input must be either the literal text *Home Agency* or a valid 4-character (e.g. 1050) agency code.

Parameters other than account codes

All pick list parameters such as *Expenditure Content*, *Fiscal Month*, *Fiscal Year*, etc. do not support free-form input and require inputs to be exactly as they appear in the pre-defined pick list menu on the Schedule Parameter Screen.

Appendix B

Financial Flexible Reports

Flexible reports give you the ability to create reports that have data displayed in a manner that is functional to you and your business requirements. The features available in the flexible reports include report groups, standard sections, custom sections, optional subtotals, and beginning and ending balances. Enterprise Reporting also gives you the ability to suppress these features in creating your reports. Flexible reports fall into two categories, Non-Section and Section.

Non-Section Reports

Non-Section reports are those that do not contain any standard or custom sections. Some of the non-section reports are Expenditure Activity, General Ledger Summary and Revenue Activity. These reports use report groups, optional subtotals, and beginning and ending balances.

Report Groups

Report Groups give you the ability to select the account codes that will be used to display data in your report. There are 4 to 8 report groups depending upon the report. You may make selections for one, some, or all groups within the report. You may also choose to select no groups. If no groups are selected, the data that is returned will be at the agency level. The detail line of the report is always the data for the lowest group.

Example 1
Report Groups
Group 1 – Fund
Group 2 – Program
Group 3 – Program Index
Group 4 – Organization Index *(lowest group)*
Detail line for Organization Index
Detail line for Organization Index

Subtotals

Subtotals can be chosen for any level of grouping within the Report Groups. You can choose to see subtotals for all, some, or none of the report group levels. This option is available in the non-section reports only. Subtotals will always appear in reports that contain standard and custom sections.

Example 2

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Detail line for Organization Index

Detail line for Organization Index

Subtotal Group 4 – Organization Index

Subtotal Group 3 – Program Index

Subtotal Group 2 – Program

Subtotal Group 1 – Fund

Beginning and Ending Balances

The *Include Balances* option will provide the beginning and ending balances for each group for the time period selected if *Yes* is chosen from the pick list.

Example 3	
Report Groups	
Group 1 – Fund	Beginning Balance
Group 2 – Program	Beginning Balance
Group 3 – Program Index	Beginning Balance
Group 4 – Organization Index *(lowest group)*	Beginning Balance
Detail line for Organization Index	
Detail line for Organization Index	
Subtotal Group 4 – Organization Index	Period Activity Ending Balance
Subtotal Group 3 – Program Index	Period Activity Ending Balance
Subtotal Group 2 – Program	Period Activity Ending Balance
Subtotal Group 1 – Fund	Period Activity Ending Balance
	Total All Activity

Section Reports

Section reports are those that contain standard and/or custom sections. Some of the section reports are Allotment Expenditure Status, Expenditure Summary, and Revenue Status.

Standard Sections

A standard section is static and always contains the same data selections for various account code structures, based on the specified account code hierarchy for the section and the combination of the account code hierarchy you've chosen. You can choose to not display these sections by choosing *None* on the pick list. Some of the standard sections available in reports are:

- Fund / Appropriation Section
- Appropriation Type / Fund Section
- Staffing Section
- Organization Structure Section

- Project Structure Section
- Object Structure Section

Example 4

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Standard Section – Fund / Appropriation *(within each Organization Index)*

Group 5 – Fund

Group 6 – Appropriation

Detail line for Organization Index

Detail line for Organization Index

Total for Fund

Standard Section – Project Structure *(within each Organization Index)*

Group 5 – Project

Group 6 – Sub Project

Group 7 – Project Phase

Detail line for Project Phase

Detail line for Project Phase

Total for Sub Project

Total for Project

Custom Sections

Custom sections are dynamic and allow you to decide what data you want displayed in these sections. Reports have one or two custom sections with four group levels within each section. You may select some or all groups within the section, or choose to suppress the section by selecting *None* for all groups.

Example 5

Report Groups

Group 1 – Fund

  Group 2 – Program

    Group 3 – Program Index

      Group 4 – Organization Index *(lowest group)*

Custom Section – Object *(within each Organization Index)*

Group 5 – Object

  Group 6 – Sub Object

    Group 7 – Sub Sub Object

      Detail line for Sub Sub Object

      Detail line for Sub Sub Object

  Total for Sub Object

Total for Object

Standard and Custom Sections

The following example includes both standard and custom sections(s):

Example 6

Report Groups

Group 1 – Fund

Group 2 – Program

Group 3 – Program Index

Group 4 – Organization Index *(lowest group)*

Standard Section – Fund / Appropriation *(within each Organization Index)*

Group 5 – Fund

Group 6 – Appropriation

Detail line for Appropriation

Detail line for Appropriation

Total for Fund

Standard Section – Project Structure *(within each Organization Index)*

Group 5 – Project

Group 6 – Sub Project

Group 7 – Project Phase

Detail line for Project Phase

Detail line for Project Phase

Total for Sub Project

Total for Project

Custom Section – Object *(within each Organization Index)*

Group 5 – Object

Group 6 – Sub Object

Group 7 – Sub Sub Object

Detail line for Sub Sub Object

Detail line for Sub Sub Object

Total for Sub Object

Total for Object

Appendix C

Financial Report Schedule Parameters

Enterprise Reporting uses Schedule Parameters to filter data and produce reports. The choices you make in each of the parameter selections will determine the filters used to produce the reports you request. Detailed parameter information, provided for quick access, is in the next section. A complete list of parameters used in Enterprise Reporting is shown below. Please note that not all reports contain all parameters.

No	Schedule Parameter	Pick List Default	Comments
1	***Personal Title***	Blank	Optional – title will appear below the report heading.
2	***Agency***	Home Agency	You may override the home agency with an actual agency number (e.g. 1050).
3	***Begin Fiscal Month***	Current	You may specify a beginning month within a biennium (FM01 – 24A).
4	***End Fiscal Month***	Same as beginning	You may specify an ending month within a biennium that is equal to or greater than the beginning fiscal month (FM01 – 24A).
5	***Fiscal Month***	Current	This is *As of* fiscal month. Data shown on report will be from FM01 through the fiscal month selected for BTD reports. For FYTD report, data will be from first fiscal month of year selected through the fiscal month selected.
6	***Fiscal Year***	Current	Options: ▪ FY1 ▪ FY2
7	***User ID***		Pertains to the report requestor's Logon ID.

No	Schedule Parameter	Pick List Default	Comments
8	***Fund***	All Selections	Account code specific to the customer's Home Agency.
9	***Appropriation***	All Selections	Account code specific to the customer's Home Agency.
10	***Appropriation Index***	All Selections	Account code specific to the customer's Home Agency.
11	***Appropriation Type***	All Selections	Account code specific to the customer's Home Agency.
12	***Program***	All Selections	Account code specific to the customer's Home Agency.
13	***Sub Program***	All Selections	Account code specific to the customer's Home Agency.
14	***Activity***	All Selections	Account code specific to the customer's Home Agency.
15	***Sub Activity***	All Selections	Account code specific to the customer's Home Agency.
16	***Task***	All Selections	Account code specific to the customer's Home Agency.
17	***Program Index***	All Selections	Account code specific to the customer's Home Agency.
18	***Object***	All Selections	Account code specific to the customer's Home Agency.
19	***Sub Object***	All Selections	Account code specific to the customer's Home Agency.
20	***Sub Sub Object***	All Selections	Account code specific to the customer's Home Agency.

No	Schedule Parameter	Pick List Default	Comments
21	***Objects to Expand***	*	You may override the "*" to any object or list of objects to expand to the sub-sub-object level. If you input *None*, the report will only show it at the Sub-Object level.
22	***Include Object A and B***	No	Choosing *Yes* will display Object A and B transactions (available only on Expenditure Activity By Program/Sub Object/Vendor).
23	***Division***	All Selections	Account code specific to the customer's Home Agency.
24	***Branch***	All Selections	Account code specific to the customer's Home Agency.
25	***Section***	All Selections	Account code specific to the customer's Home Agency.
26	***Unit***	All Selections	Account code specific to the customer's Home Agency.
27	***Cost Center***	All Selections	Account code specific to the customer's Home Agency.
28	***Organization Index***	All Selections	Account code specific to the customer's Home Agency.
29	***Allocation***	All Selections	Account code specific to the customer's Home Agency.
30	***Budget Unit***	All Selections	Account code specific to the customer's Home Agency.
31	***Month of Service***	All Selections	Account code specific to the customer's Home Agency.
32	***Project***	All Selections	Account code specific to the customer's Home Agency.
33	***Sub Project***	All Selections	Account code specific to the customer's Home Agency.

No	Schedule Parameter	Pick List Default	Comments
34	***Project Phase***	All Selections	Account code specific to the customer's Home Agency.
35	***Major Group***	All Selections	Account code specific to the customer's Home Agency.
36	***Major Source***	All Selections	Account code specific to the customer's Home Agency.
37	***Sub Source***	All Selections	Account code specific to the customer's Home Agency.
38	***General Ledger Account***	0110	Account code specific to the customer's Home Agency.
39	***Subsidiary Ledger Account***	All Selections	Account code specific to the customer's Home Agency.
40	***Vendor Name***	*	Will show all possible vendor names with other specified account codes.
41	***Vendor Number***	*	Will show all possible vendor numbers with other specified account codes.
42	***Cost Objective***	All Selections	Account code specific to the customer's Home Agency.
43	***Allocation Schedule***	All Selections	Account code specific to the customer's Home Agency.
44	***Cost Allocation Funding Type***	All Selections	Account code specific to the customer's Home Agency.
45	***Batch Type***	*	Will show all possible batch types with other specified account codes.
46	***Current Document Number***	*	Will show all possible current document numbers with other specified account codes.

No	Schedule Parameter	Pick List Default	Comments
47	***Allotment Content***	Approved and Adjusted	Official and internal allotments and adjustments. Options: ▪ Approved & Adjusted ▪ Adjusted ▪ Approved
48	***Estimated Revenue Content***	Approved and Adjusted	Official and internal estimated revenues and adjustments. Options: ▪ Approved & Adjusted ▪ Adjusted ▪ Approved
49	***Expenditure Content***	Cash, Accr (all)	Options: ▪ Cash Expenditure (GL 6510) ▪ Actual Accruals (6505) ▪ Estimated Accruals (6560) ▪ Encumbrances (6410) ▪ Cost of Goods Sold (6516) ▪ Combinations of these general ledgers
50	***Expenditure Liquidation Content***	None	Options: ▪ None ▪ Current Biennium FY1 ▪ Prior Biennium FY2 ▪ Prior Biennium FY1 ▪ Prior Biennium Capital and Non-Appropriated ▪ Appropriate combinations of the above
51	***Expenditure or Liquidation Content***	Cash	Available on Cost Allocation Rate Variance report. Options: ▪ Cash ▪ Accr(actual) ▪ Current Biennium FY1 ▪ Prior Biennium FY2 ▪ Prior Biennium FY1 ▪ Prior Biennium Capital or Non-Appropriated

No	Schedule Parameter	Pick List Default	Comments
52	***Revenue Content***	Cash, Accr (all)	Options: ▪ Cash Revenue (GL 3210) ▪ Accr Revenue (GL 3205) ▪ Estim Revenue (GL 3260) ▪ Combinations of the above
53	***Revenue Liquidation Content***	No	Choosing *Yes* will include Revenue Liquidation transactions.
54	***Program Function Content***	All Selections	Options: ▪ Operating ▪ Capital ▪ Non-Budgeted
55	***Include Balances***	No	Choosing *Yes* will show beginning and ending balances of activities.
56	***Include Bien Close Trans***	No	Choosing *Yes* will show biennium closing entries (option only available in GL Account Analysis and GL Activity Flexible Reports).
57	***Include Wrap Trans***	No	Choosing *Yes* will show warrant wrap transactions.
58	***Dollars or Staff***	Dollars	Specifies the display of dollar or staff month data on the report.
59	***Vendor Sort Option***	Vendor Name	Or Vendor Number.
60	***Show Detail Trans***	Yes	Show detail payment transactions for each vendor.
61	***Coding Detail***	Yes	Choosing *No* will result in less account code columns on the report.
62	***Include Cost Objective or CAFT***	No	Choosing *Yes* will display columns containing Cost Objective and CAFT data.
63	***Show FY Subtotals***	Yes	Choosing *No* will result in the supression of FY subtotals.

No	Schedule Parameter	Pick List Default	Comments
64	***Show Variance***	No	Choosing *Yes* will show the variance between allotment and actual.
65	***Include Allocation and Month of Service***	No	Available on Encumbrance Flexible Report. Choosing Yes will display columns containing Allocation and Month of Service data.
66	***Show Document Total***	Yes	Available on Encumbrance Flexible Report. Choosing Yes will display totals by document number.
67	***Shade Rows***	No	Choosing *Yes* will result in shading every other row on the report.
68	***Group #***	None	Specifies account code(s) to group by.
69	***Appropriation Type Section***	None	Options: ▪ None ▪ Appropriation Type/Fund ▪ Fund/Appropriation Type
70	***Fund/Appropriation Section***	None	Options: ▪ None ▪ Fund/Appropriation ▪ Fund/Appropriation Index
71	***Object Structure Section***	None	Options: ▪ None ▪ Object ▪ Object/Sub Object ▪ Object/Sub Object/ Sub Sub Object ▪ Sub Object/Sub Sub Object

No	Schedule Parameter	Pick List Default	Comments
72	***Organization Structure Section***	None	Options: ▪ None ▪ Division ▪ Division/Branch ▪ Division/Branch/Section ▪ Division/Branch/Section/Unit
73	***Project Structure Section***	None	Options: ▪ None ▪ Project ▪ Project/Sub Project ▪ Project/Sub Project/Project Phase ▪ Sub Project ▪ Sub Project/Project Phase ▪ Project Phase
74	***Revenue Source Structure Section***	None	Options: ▪ None ▪ Major Group ▪ Major Group/Major Source ▪ Major Group/Major Source/ Sub Source
75	***Subtotal Group # / Period Activity Group #***	Yes	Choosing *No* will result in the supression of group subtotals.
76	***Major Group Total***	No/Yes	The default for this parameter is No or Yes depending on other parameters you select for your report. *Yes* will display the total for that section.
77	***Major Source Total***	No/Yes	The default for this parameter is No or Yes depending on other parameters you select for your report. *Yes* will display the total for that section.
78	***Sub Source Total***	Yes	Choosing *Yes* will display the total for that section.

Appendix D

Financial Report Error Messages

Listed below are messages that will be displayed if the user makes input errors in the free-form box of the Selection Parameter Screen. The report will process successfully, but an error message will be displayed in red on the first page of the report. The report returns only one error message at a time. If the user enters several erroneous values, the report processes until it finds the first error, and displays the appropriate message. Once the user has fixed the first error the report processes until it finds the next error and displays the appropriate error message for the second error, and so on.

1. **Error Message:** "Specified value for <pick list name> is longer than 250 characters."
   Explanation: User entered more than 250 characters in the free form input box for a specific selection parameter.

2. **Error Message:** "Agency selection is required. Review your agency input below."
   Explanation: User did not select "Home Agency" or specific agency name from the Agency pick list.

3. **Error Message:** "Invalid value <input pick list value> for <pick list name> specification. Review your <pick list name> input below."
   Explanation: User entered invalid data for pick list value.
   Example – "Invalid value "f9624" for Program_Index specification. Review your Program_Index input below."
   Input format is correct, but the value either does not exist in the AFRS descriptor table or no transactions have been posted in the AFRS warehouse with that value.
   Check Chart of Accounts to verify the value is valid.

4. **Error Message:** "Beginning Fiscal Month has not been specified. Beginning Fiscal Month must be specified whenever an Ending Fiscal Month has been."
   Explanation: User selected a value for the Ending Fiscal Month, but did not select a value for the Beginning Fiscal Month. A Beginning Fiscal Month must be selected.

5. **Error Message:** "Ending Fiscal Month has not been specified. Ending Fiscal Month must be specified whenever a Beginning Fiscal Month has been."
   Explanation: User selected a value for the Beginning Fiscal Month, but did not select a value for the Ending Fiscal Month. An Ending Fiscal Month must be selected.

6. **Error Message:** "Ending Fiscal Month selection <input ending month> is earlier than Beginning Fiscal Month selection <input beginning month>."
   Explanation: User selected an Ending Fiscal Month that was earlier than the selected Beginning Fiscal Month.

7. **Error Message:** "Invalid input format in Vendor Number specification. Review your Vendor Number input below."
   Explanation: User entered the wrong number of characters for the vendor number.
   The length for vendor number is 10 and for vendor number suffix is 2.
   Separate the vendor number from the suffix with a "/".

8. **Error Message:** "Invalid input format in <pick list name> specification. Review your <pick list name> input below."
   Explanation: User entered the wrong format for a specific selection parameter, either by entering incorrect number of characters or invalid delimiter values.
   Check pick list for correct format of the selection parameter.
   Example: Sub Sub Object NB2132 should be NB/2132.
   Example: PI F96211 should be F9621.
   Example: Fund *345, too many characters should be only three characters.

9. **Error Message:** "Invalid input format in <hierarchy level name> level of <pick list name> specification. Review your <pick list name> input below."
   Explanation: User entered the wrong format for a specific selection parameter, either by entering incorrect number of characters or invalid delimiter values.

10. **Error Message:** "Invalid value "<input value>" in <affected hierarchy level> level of "<complete hierarchy spec>" <pick list name> specification. Review your <pick list name> input below."
    Explanation: User's input format is correct, but the value either does not exist in the AFRS descriptor table or no transactions had been posted in AFRS warehouse with that value.

11. **Error Message:** "No Data Returned"
    Explanation: In summary reports, if a user selects a group but does not select a Standard or Custom Section.
    The intersection of the values for the selected parameters do not result in any data selected or equals zero.

12. **Error Message:** "Invalid data selection. Grouping requires upper levels of the hierarchy for the data selected: Program, Sub Program."
    Explanation: When grouping by Program Structure, Organization Structure, Object Structure, Project Structure or Revenue Source, you must include groups for all upper levels of the hierarchy selected down to the desired level.
    Example: If user needs grouping at the Section level, you must also include Division and Branch in group selections.

The following error messages apply to a specific report object or report category:

13. **Error Message:** "Invalid selection – You must select at least one group or section."
    Explanation: The user must select at least one group or section.

14. **Error Message:** "Invalid selection – You must select a group."
    Explanation: The user must select a group.

15. **Error Message:** “Invalid selection – You must select a section or custom group.”
    Explanation: The user must select a section or custom group.

16. **Error Message:** “Values for Allotment Content and Expenditure Content cannot both be “None” (or No). Review your input below.”
    Explanation: User must select a value other than “None” for either Allotment Content or Expenditure Content, otherwise the report cannot interpret what kind of data to display.

17. Expenditure Summary Flexible – **Error Message:** “Invalid Selection - You must select at least one group or a section.”
    Explanation: The user must select at least one group or a Standard or Custom Section where the value is other than “None”.

18. **Error Message:** “Objects to Expand selection must equal “*” if Sub Sub Object is selected as a Report Group.”
    Explanation: This applies to any report with sections that has the Objects to Expand parameter). If the user selects Sub Sub Object as one of the Report Groups, Objects to Expand must equal “*- All Selections”. The value cannot be “None” or a specific object or list of objects.

19. Revenue Variable Data By Month – **Error Message:** “Invalid selection - Estimated Revenue Content cannot be selected in combination with other Content pick list selections.”
    Explanation: If the user selects a value other than “None” for Estimated Revenue Content, the values for both Revenue Content and Revenue Liquidation Content must be “None”.
    Note: User may select a value other than “None” for both Revenue Content and Revenue Liquidation Content on the same report.

20. Cost Allocation Rate Variance – **Error Message:** “Invalid selection – At least one group must be Cost Objective.”
    Explanation: One of the Group Content selections must be Cost Objective.

21. Expenditure Variable Data By Month – **Error Message:** “Invalid selection - Allotment Content cannot be selected in combination with other Content pick list selections.”
    Explanation: If the user selects a value other than “None” for Allotment Content, the values for both Expenditure Content and Expenditure Liquidation Content must be “None”.
    Note: User may select a value other than “None” for both Expenditure Content and Expenditure Liquidation Content on the same report.

22. Downloads – **Error Message:** “Report exceeds Microsoft Excel limit of 65536 rows.”
    Explanation: The data being downloaded into an Excel worksheet exceeds the limit of 65,536 rows. Try re-running the report with different selection parameters to reduce the number of rows of data so that it will fit into an Excel worksheet.

Appendix E

Glossary

Terms and Definitions

action view

This view displays a list of objects, as well as a set of hyperlinks next to each object that designate each available option (View, schedule, and so forth). With this view, there is no need to click an object name first to see a list of available options.
Source: Crystal Enterprise Administrator's Guide

acrobat reader control

Reports will be printed Adobe Acrobat format if this option is chosen by the user in the Crystal Report Preferences. Reports on legal size paper will print on letter size paper.
Source: Crystal Enterprise Administrator's Guide

active x printing control

A default printing control set in the Crystal Report Preferences. This is required in the user workstation to print reports from Crystal Enterprise unless the user chooses the Acrobat Reader Printing Control. User will need administrative rights to their workstation to download this control.
Source: Crystal Enterprise Administrator's Guide

active x viewer

The Active X viewer is a client-side viewer, which is downloaded and installed in the user's browser. It is one of the default Crystal Reports Viewers found in the Crystal Enterprise web desktop. The Active X viewer is downloaded the first time a user requests a report, and then remains installed on the user's machine. This is not one of the supported viewer by OFM's Enterprise Reporting Application.
Source: Crystal Enterprise Administrator's Guide

AD authentication

AD (Active Directory) authentication is a Windows-specific authentication method that enables you to use existing AD user accounts and groups in Crystal Enterprise. When you map AD accounts to Crystal Enterprise users are able to log on to the Crystal Enterprise web desktop and other Crystal Enterprise applications with their AD user name and password. This eliminates the need to recreate individual user and group accounts within Crystal Enterprise.
Source: Crystal Enterprise Administrator's Guide

allotment content

A report parameter filter that refers to the general ledger codes included in the allotment reports under the Financial Report Folder. Options are:

Approved (GL 0621,6210,0110)

Adjusted (GL 0622,0623,0111)

Source: Office of Financial Management

authentication

Authentication is the process of verifying the identity of a user who attempts to access the system. Authorization is the process of verifying that the user has been granted sufficient right to perform the requested action upon the specified object.
Source: Crystal Enterpirse Administrator's Guide

cost allocation funding type (CAFT)

The cost allocation funding type is a one digit alpha field that identifies the funding type that the expenditure is being charged to through the cost allocation process. Currently, there are five distinct funding types used by DSHS in the Financial Report Folder:

F = Federal

S = State

L = Local (not currently used)

N = Reversal (used to reverse the original transaction after it has been cost allocated to avoid double-counting the transaction)

~ = Original transaction (considered "blank" for reporting purposes)

Source: DSHS Cost Allocation Plan Definitions

crystal offline viewer

New type of viewer that is outside CE10 application. Users must download viewer file to their workstation. This is the only viewer that has the Select Expert function that was available in Seagate Info 7.5 ActiveX Viewer. It also contains new functions such as Sort Order and Top N Expert. Users will need to have administrative rights to their workstation to download the viewer. Two issues to note:

a. It cannot be used on workstations with Windows 98 or lower operating systems.

b. User cannot export report with the viewer. Issue has been reported to vendor for resolution.

Source: Crystal Enterprise Administrator's Guide

crystal reports

The Enterprise Reporting application uses Crystal Reports to produce financial reports. Crystal Reports software is owned by Business Objects, previously known as Crystal Decisions.
Source: Office of Financial Management

DHTML viewer

The DHTML viewer is a zero-client viewer, which is accessed using a web browser that supports Dynamic HTML. It is one of the default Crystal Reports Viewers found in the Crystal Enterprise web desktop.
Source: Crystal Enterprise Administrator's Guide

dimension

In terms of data, a dimension is a hierarchical coding structure. Data in AFRS organized along a number of dimensions. For example, "Object" has three levels: Object, Sub Object, and Sub Sub Object, and "Time" has three levels: Biennium, Fiscal Year, and Month. Reports are usually organized and sub-totaled along various dimensions.
Source: Office of Financial Management

dimensions and **levels** used in the Financial Report Folder in Enterprise Reporting.

Agency: Agency, Sub Agency

Appropriation: Appropriation Code, Appropriation Index, Appropriation Type

Fund: Fund

Object: Object, Sub Object, Sub Sub Object

Organization Index: Organization Index

Organization: Division, Branch, Section, Unit, Cost Center

Program: Program, Sub Program, Activity, Sub Activity, Task

Program Index: Program Index

Project: Project Type, Project, Sub Project, Project Phase

Source: Major Source, Source, Sub Source

Time: Biennium, Fiscal Year, Month

Source: Office of Financial Management

drill-down

An interactive feature allowing users to drill-down into summary numbers to finer levels of detail that make up the summary.
Source: Office of Financial Management

enterprise authentication

Enterprise authentication is the default authentication method used by Crystal Enterprise. You can create distinct accounts and groups for use with Crystal Enterprise.
Source: Crystal Enterprise Administrator's Guide

estimated revenue content

A report parameter filter that refers to the general ledger codes that are included in the revenue reports under the Financial Report Folder. Options are:

Approved (GL 3110)

Adjusted (GL 0311)

Source: Office of Financial Management

expenditure content

A report parameter filter that refers to the general ledger codes that are included in the Expenditure report under the Financial Report Folder. Options are:

Cash (GL 6510)

Actual Accruals (GL 6505)

Cost of Goods Sold (GL 6516)

Estimated Accruals (GL 6560)

Encumbrances (GL 6410)

And the various combinations of these expenditure general ledgers.

Source: Office of Financial Management

expenditure liquidation content

A report parameter filter that refers to the general ledger codes that are included in the Expenditure reports under the Financial Report Folder. This filter allows the user to select expenditure liquidations for the current fiscal period and two prior fiscal years. This content is currently applicable for DSHS only.

Source: Office of Financial Management

FASTRACK (Financial Reports)

A financial reporting system that provides an alternative to a majority of AFRS reports. FASTRACK presents financial information over the state intranet or Internet right to the desktop. All reports in FASTRACK are now grouped under the Financial Report Folder with the Crystal Enterprise 10 upgrade.

Source: Office of Financial Management (OFM) Web site

financial canned reports

Canned reports provide the user with set groupings, sections and subtotaling for their reporting needs.

Source: Office of Financial Management

financial flexible reports

Flexible reports allow the user to select the groupings, sections and subtotals for diversified reporting needs.

Source: Office of Financial Management

folder

A visual tool used in Crystal Enterprise to organize a set of reports. Under Crystal Enterprise 10, all previous FASTRACK Reports are grouped under the Financial Report Folder. There are multiple report categories or sub folders under the Financial Report Folder. As new business functions are introduced with this new Enterprise Reporting Application, a new report folder will be established.
Source: Office of Financial Management

folder structure

Folders provide you with the ability to organize and facilitate content administration. They are useful when there are a number of reports that users require frequent access to. Object rights and limits are set once, at the folder level, rather than setting them for each report or object within the folder.

Home – Contains all major reporting folders for various business functions or applications such as Financial Reports (All FASTRACK reports, Travel, Financial Toolbox, etc.)

Favorites – Users may pick and choose one or more reports from the various report folders and create a short cut in their own Favorites folder. Users may also create subfolders within the Favorites folder.

Source: Crystal Enterprise Administrator's Guide

function content

An identifier for program to define whether it is operating (10), capital (20), or non-budgeted (70).
Source: Office of Financial Management

instance

In Crystal Enterprise, an instance is a single result from running a job (or report). Each instance may have different data, depending on when the job was run and the parameters entered. Crystal Enterprise makes these instances available to everyone that has rights to the report. Users may view instances of scheduled or previously run reports instead of running jobs again to keep from unduly tying up the network.
Source: Crystal Enterprise Administrator's Guide

instance count

A number displayed below the report title reflecting all instances of report object, not specific to user logon id.
Source: Crystal Enterprise Administrator's Guide

java viewer

The Java viewer is a client-side viewer, which is downloaded and installed in the users' browser. It is one of the Crystal Report Viewers in the Crystal Enterprise but is not supported by OFM's Enterprise Reporting Application at this time.
Source: Crystal Enterprise Administrator's Guide

jobs

In Crystal Enterprise, a job refers to a report that has been scheduled to run.
Source: Crystal Enterprise Administrator's Guide

list view

This view shows a list of object names only. To perform any functions on an object (view, schedule, and so forth), you must click the object name and choose an option from the pop-up menu.
Source: Crystal Enterprise Administrator's Guide

operational reports, CAS

Reports that are produced during the plan build process of cost allocation as well as the final reports of the automated cost allocation plan. These reports show the plan table data and their inter-relationships as well as the federal and state percentages for each cost objective. This set of reports is under the Financial Report Folder and is currently only applicable for DSHS.

Source: DSHS Cost Allocation Plan Definition

organize

The Organize feature in Crystal Enterprise enables users to create a short cut from the original reports, placing their frequently used reports in their own Favorites folder and scheduling reports from there.
Source: Crystal Enterprise Administrator's Guide

parameters

A parameter is a filter users can apply when they schedule a report to limit the data on the report. For instance, Fiscal Month is a common parameter. Users can choose a specific fiscal month with other account code parameters and that instance of the report will return data focused on the selections.
Source: Office of Financial Management

pertaining indicator

A code built into the system to assist the user in selecting the correct financial data for reports providing the means to summarize data for a particular period of time. Transaction pertaining indicators are assigned based upon general ledger code and appropriation index characteristics and should be attached to each record. This code is currently only applicable for DSHS Financial Reports.

Source: Department of Social and Health Services

preferences

Users have the ability to customize certain settings displayed on the screen via two types of preferences:

general preferences – Folders to be displayed at initial login, to hide or show folders on the top menu, different layouts for viewing objects on desktop, including ability to specify number of objects displayed per page and fields to be displayed for each object.

crystal report preferences – Specify how to display reports in browser window – single versus multiple windows, type of viewer, and the preferred measuring units for report page layout.

Source: Crystal Enterprise Administrator's Guide

properties

In Crystal Enterprise, properties consist of the report title, status, message, the start and end time the report ran, rights and limits, and various other settings. Users can see properties related to each instance through the Crystal Enterprise Reporting application.
Source: Crystal Enterprise Administrator's Guide

refresh

The "Refresh" command on the Crystal Enterprise menu bar updates the display and shows current status for all instances.
Source: Crystal Enterprise Administrator's Guide

report

A report is an organized presentation of data. Crystal Enterprise presents reports to the users over the Web.
Source: Crystal Enterprise Administrator's Guide

report instance (see instance)

report object

A report object is a specific report that can be scheduled and viewed in Crystal Enterprise.
Source: Crystal Enterprise Administrator's Guide

reschedule

Reschedule is a customized feature allowing the users to select an existing instance, in any status, modify the parameters and reschedule the report with the latest selections.
Source: Office of Financial Management

revenue content

A report parameter filter in the Revenue reports category under the Financial Report Folder. Options are:

Cash (GL 3210)

Actual Accruals (GL 3205)

Priod Period Adjustment (GL 3215)

Estimated Accruals (GL 3260)

And the various combination of these revenue general ledgers.
Source: Office of Financial Management

revenue liquidation content

A report parameter filter that refers to the general ledger codes that are included in the Revenue reports under the Financial Report Folder.

Revenue Liquidations (GL 0139)

Source: Department of Social and Health Services

schedule

The "Schedule" function on the Crystal Enterprise allows users to schedule a report to run. The Schedule window has several parameters that the user can set prior to submitting the report for processing.
Source: Office of Financial Management

status

The Crystal Enteprise application shows the status of a report instance. Statuses are:

Pending: The job is waiting to run;

Running: The job is running on the server;

Success: The job completed processing;

Failed: The job did not complete successfully;

Recurring: The job was scheduled as a recurring report using the date and time selected by the user; and

Paused: The job was paused after it was scheduled on a recurring basis.

Source: Crystal Enterprise Administrator's Guide

thumbnail view

This view shows a small generic thumbnail next to each report title.
Source: Crystal Enterprise Administrator's Guide

Appendix F

Acronyms and Abbreviations for Report Data Fields

Accr
: Accrual(s)

Act
: Actual

AI
: Appropriation Index

Alloc
: Allocation(s)

B#
: Batch Number

BT
: Batch Type

Bien
: Biennium

BTD
: Biennium To Date

BU
: Budget Unit

CAFT
: Cost Allocation Funding Type

cobj
: cost objective

Cur Doc No
: Current Document Number

Encum
Encumbrance

Estim
Estimated

Fd
Fund

FM
Fiscal Month

FTE
Full-Time Equivalent

FY1
Fiscal Year 1

FY1TD
Fiscal Year 1 To Date

FY2
Fiscal Year 2

FY2TD
Fiscal Year 2 To Date

FYTD
Fiscal Year To Date

MOS
Months Of Service

OBJ
Object

OI
Organizational Index

Ph
Project phase

PI

Program Index

Proj

Project

Ref Doc No

Reference Document Number

SO

Sub Object

SP

Sub Project

TC

Transaction Code